

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE 1 OF 8 PAGES
2. AMENDMENT/MODIFICATION NUMBER PO0010	3. EFFECTIVE DATE 9/5/2022	4. REQUISITION/PURCHASE REQUISITION NUMBER GQZOS-18-0003	5. PROJECT NUMBER (If applicable)	
6. ISSUED BY OAS, Office of Internal Acquisition, Acquisition Services Division (H1AW) 1800 F ST NW Washington, DC 20405 USA	CODE H1AW	7. ADMINISTERED BY (If other than Item 6) OAS, Office of Internal Acquisition, Acquisition Services Division (H1AW) 1800 F ST NW Washington, DC 20405 USA	CODE H1AW	
8. NAME AND ADDRESS OF CONTRACTOR (Number, street, county, State and ZIP Code) SCHATZ PUBLISHING GROUP, LLC 11950 West Highland Ave Blackwell, OK 74631 SAM Unique Entity ID (UEI): Q6ULESYWUAG6 Cage Code: 1J4G1			(X)	9A. AMENDMENT OF SOLICITATION NUMBER
				9B. DATED (SEE ITEM 11)
			(X)	10A. MODIFICATION OF CONTRACT/ORDER NUMBER GS-23F-0137R/47HAA018F0360
				10B. DATED (SEE ITEM 13) 8/30/2018
CODE	FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
Modification Obligation Amount: \$798,063.98

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NUMBER AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input checked="" type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.217-9 Option to Extend the Term of the Contract (Mar 2000) and FAR 52.212-4(c) Changes
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)

1. The purpose of this modification is to exercise the Government's unilateral right to exercise an Option in accordance with the contract's clause FAR 52.217-9, Option to Extend the Term of the Contract and (c) FAR 52.212-4 Changes

2. The Government hereby exercises Option No. 4 with a period of performance covering September 5, 2022 through September 4, 2023...

[See Description of Modification Continuation Page]

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Bonnie Impastato, Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BONNIE IMPASTATO Digitally signed by BONNIE MPASTATO Date: 2022.08.08 19:38:02 -04'00'	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

Previous edition unusable

INSTRUCTIONS (*Back Page*):

Instructions for items other than those that are self-explanatory, are as follows:

- (a) Item 1 (Contract ID Code). Insert the contract type identification code that appears in the title block of the contract being modified.
- (b) Item 3 (Effective date).
- (1) For a solicitation amendment, change order, or administrative change, the effective date shall be the issue date of the amendment, change order, or administrative change.
- (2) For a supplemental agreement, the effective date shall be the date agreed to by the contracting parties.
- (3) For a modification issued as an initial or confirming notice of termination for the convenience of the Government, the effective date and the modification number of the confirming notice shall be the same as the effective date and modification number of the initial notice.
- (4) For a modification converting a termination for default to a termination for the convenience of the Government, the effective date shall be the same as the effective date of the termination for default.
- (5) For a modification confirming the contracting officer's determination of the amount due in settlement of a contract termination, the effective date shall be the same as the effective date of the initial decision.
- (c) Item 6 (Issued By). Insert the name and address of the issuing office. If applicable, insert the appropriate issuing office code in the code block.
- (d) Item 8 (Name and Address of Contractor). For modifications to a contract or order, enter the contractor's name, address, and code as shown in the original contract or order, unless changed by this or a previous modification.
- (e) Items 9, (Amendment of Solicitation Number - Dated), and 10, (Modification of Contract/Order Number - Dated). Check the appropriate box and in the corresponding blanks insert the number and date of the original solicitation, contract, or order.
- (f) Item 12 (Accounting and Appropriation Data). When appropriate, indicate the impact of the modification on each affected accounting classification by inserting one of the following entries:
- (1) Accounting classification _____
Net increase \$ _____
- (2) Accounting classification _____
Net decrease \$ _____
- NOTE: If there are changes to multiple accounting classifications that cannot be placed in block 12, insert an asterisk and the words "See continuation sheet".
- (g) Item 13. Check the appropriate box to indicate the type of modification. Insert in the corresponding blank the authority under which the modification is issued. Check whether or not contractor must sign this document. (See FAR 43.103.)
- (h) Item 14 (Description of Amendment/Modification).
- (1) Organize amendments or modifications under the appropriate Uniform Contract Format (UCF) section headings from the applicable solicitation or contract. The UCF table of contents, however, shall not be set forth in this document.
- (2) Indicate the impact of the modification on the overall total contract price by inserting one of the following entries:
- (i) Total contract price increased by \$ _____
- (ii) Total contract price decreased by \$ _____
- (iii) Total contract price unchanged.
- (3) State reason for modification.
- (4) When removing, reinstating, or adding funds, identify the contract items and accounting classifications.
- (5) When the SF 30 is used to reflect a determination by the contracting officer of the amount due in settlement of a contract terminated for the convenience of the Government, the entry in Item 14 of the modification may be limited to --
- (i) A reference to the letter determination; and
- (ii) A statement of the net amount determined to be due in settlement of the contract.
- (6) Include subject matter or short title of solicitation/contract where feasible.
- (i) Item 16B. The contracting officer's signature is not required on solicitation amendments. The contracting officer's signature is normally affixed last on supplemental agreements.

Description of Modification Continuation Page

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3. This modification descoped and fully obligates the following CLIN(s):
4001 \$83,225.04 (Revised/Obligated: \$81,582.77), 4002 \$83,225.04 (Revised/Obligated: \$69,882.08), 4003 \$83,225.04 (Revised/Obligated: \$30,212.78), 4004 \$83,225.04 (Revised/Obligated: \$69,882.08), 4005 \$232,985.24 (Revised/Obligated: \$228,396.77), 4006 \$216,630.26 (Revised/Obligated: \$308,107.50) and 4009 \$10,000.00 (Obligated: \$10,000.00).
 4. To accommodate a new task under CLIN 4006, transfer previously unused ceiling amount of \$5,548.32 from CLIN 2009 (Awarded price is revised to \$4,451.68) to 4006 (Awarded price is revised to \$308,107.50).
 5. The contractor's quotes for above-cited tasks dated May 9, 2022, is incorporated into this task order.
- Funding and Contract Total Summary: The total funded amount on the contract is hereby increased by \$798,063.98 from \$3,190,152.87 to \$3,988,216.85.
- All other terms and conditions remain unchanged.

SF30 List of Accounting Strings

Accounting String	Amount Obligated
GD-47HAA018F0360.2019.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0022.....	\$112,476.95
GD-47HAA018F0360.2020.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0007.....	\$321,129.94
GD-47HAA018F0360.2020.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0004.....	\$163,165.54
GD-47HAA018F0360.2020.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0007.....	\$0.00
GD-47HAA018F0360.2020.262X.00.S00ZCR40.CST1.CSO40.H01.WZ0010.....	\$0.00
GD-47HAA018F0360.2020.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0022.....	\$0.00
GD-47HAA018F0360.2020.262X.00.S00ZOS00.CST1.CSO40.H02.WZ0019.....	\$0.00
GD-47HAA018F0360.2020.262X.00.S00ZOS00.CST1.CSO40.H01.WZ0020.....	\$0.00
GD-47HAA018F0360.2020.262X.00.S00ZOS00.CST1.CSO40.H02.WZ0022.....	\$308,107.50
GD-47HAA018F0360.2020.262X.00.S00ZOS00.CST1.CSO40.H02.WZ0010.....	\$228,396.77
GD-47HAA018F0360.2018.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0004.....	\$291,200.00
GD-47HAA018F0360.2021.262X.00.S00ZC100.CST1.CSO40.H02.WZ0007.....	\$151,464.85
GD-47HAA018F0360.2021.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0022.....	\$228,396.77
GD-47HAA018F0360.2021.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0017.....	\$308,107.50
GD-47HAA018F0360.2021.262X.00.S00ZC300.CST1.CSO40.H02.WZ0007.....	\$69,882.08
GD-47HAA018F0360.2022.262X.00.S00ZC100.CST1.CSO40.H02.WZ0007.....	\$151,464.85
GD-47HAA018F0360.2022.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0022.....	\$228,396.77
GD-47HAA018F0360.2022.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0017.....	\$308,107.50
GD-47HAA018F0360.2022.262X.00.S00ZC300.CST1.CSO40.H02.WZ0007.....	\$69,882.08
GD-47HAA018F0360.2022.262X.00.S00ZC100.CST1.CSO40.H02.WZ0004.....	\$10,000.00
GD-47HAA018F0360.2022.262X.00.S00ZC100.CST1.CSO40.H02.WZ0027.....	\$30,212.78
GD-47HAA018F0360.2018.262X.00.S00ZCR40.CST1.CSO40.H02.WZ0010.....	\$262,417.90
GD-47HAA018F0360.2018.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0022.....	\$138,666.00
GD-47HAA018F0360.2019.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0004.....	\$251,340.82
GD-47HAA018F0360.2019.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0007.....	\$121,163.80

GD-47HAA018F0360.2019.262X.00.S00ZCR40.CST1.CSO40.H02.WZ0010.....	\$234,236.45
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ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
2009	Other Direct Costs (Travel) NTE \$10,000/year Other Direct Costs (Travel) NTE \$10,000/year Option Period 2 PoP: 09/05/2020 - 09/04/2021	1	EA	\$4,451.68	\$4,451.68
4001	SOO Task 4.1 Option Period 4 (FFP- Mandatory) Create communication products for both internal and external audiences. GD-47HAA018F0360.2022.262X.00.S00ZC100.CST1.CSO40.H02.WZ0007.. Obligated: \$81,582.77 PoP: 09/05/2022 - 09/04/2023	1	EA	\$81,582.77	\$81,582.77
4002	SOO Task 4.2 Option Period 4 (FFP- Mandatory) Create web content management support for the GSA public website and intranet site. GD-47HAA018F0360.2022.262X.00.S00ZC300.CST1.CSO40.H02.WZ0007.. Obligated: \$69,882.08 PoP: 09/05/2022 - 09/04/2023	1	EA	\$69,882.08	\$69,882.08
4003	SOO Task 4.3 Option Period 4 (FFP-OPTIONAL) Research, execute, and evaluate communication plans for projects, programs, and initiatives. GD-47HAA018F0360.2022.262X.00.S00ZC100.CST1.CSO40.H02.WZ0027.. Obligated: \$30,212.78 PoP: 09/05/2022 - 09/04/2023	1	EA	\$30,212.78	\$30,212.78
4004	SOO Task 4.4 Option Period 4 (FFP-Mandatory) Utilize social media as a communication method. GD-47HAA018F0360.2022.262X.00.S00ZC100.CST1.CSO40.H02.WZ0007.. Obligated: \$69,882.08 PoP: 09/05/2022 - 09/04/2023	1	EA	\$69,882.08	\$69,882.08
4005	SOO Task 4.5 Option Period 4 (FFP - Mandatory) Prepare graphics products. GD-47HAA018F0360.2022.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0022.. Obligated: \$228,396.77	1	EA	\$228,396.77	\$228,396.77

					PAGE	OF
					7	8
ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	
	PoP: 09/05/2022 - 09/04/2023					
4006	SOO Task 4.6 Option Period 4 (FFP - Mandatory) Prepare video products. Mod PC0003 - Add additional creation of 2-3 video packages per month and the management of 6-10 videotaped events per month to Section 4.6 of the PWS. Contractor quote dated 11/12/2019 is hereby incorporated GD-47HAA018F0360.2022.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0017.. Obligated: \$308,107.50	1	EA	\$308,107.50	\$308,107.50	
	PoP: 09/05/2022 - 09/04/2023					
4007	SOO Task 4.7 Surge support for Tasks 4.1 - 4.3 Option Period 4 (OPTIONAL) Surge support for Tasks 4.1 - 4.3 PoP: 09/05/2022 - 09/04/2023				\$12,483.75	
4007A	SOO Task 4.7 Surge Support for Task 4.1 Option Period 4 (Optional - FFP) Surge support for Task 4.1 Option Period 4 PoP: 09/05/2022 - 09/04/2023	1	EA	\$4,161.25	\$4,161.25	
4007B	SOO Task 4.7 Surge support for Task 4.2 Option Period 4 (Optional - FFP) Surge support for Task 4.2 Option Period 4 PoP: 09/05/2022 - 09/04/2023	1	EA	\$4,161.25	\$4,161.25	
4007C	SOO Task 4.7 Surge support for Task 4.3 Option Period 4 (Optional - FFP) Surge support for Task 4.3 Option Period 4 PoP: 09/05/2022 - 09/04/2023	1	EA	\$4,161.25	\$4,161.25	
4008	SOO Task 4.8 Transition Phase Out Activities Option Period 4 (FFP - Optional) Transition Phase Out Activities PoP: 09/05/2022 - 09/04/2023	1	EA	\$4,161.25	\$4,161.25	
4009	Other Direct Costs (Travel) NTE \$10,000/year Other Direct Costs (Travel) NTE \$10,000/year Option Period 4 GD-47HAA018F0360.2022.262X.00.S00ZC100.CST1.CSO40.H02.WZ0004.. Obligated: \$10,000.00	1	EA	\$10,000.00	\$10,000.00	

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	PoP: 09/05/2022 - 09/04/2023				



**GENERAL SERVICES ADMINISTRATION (GSA)
OFFICE OF INTERNAL ACQUISITION (OIA)**

REQUEST FOR QUOTATION (RFQ) No: 47HAA018Q0294

**Nationwide Communication Support Services
for the GSA, Office of Strategic Communication**

***This Solicitation is issued to all active small businesses
GSA Schedule 00CORP, under the following SIN:***

SIN 541 5 Integrated Marketing Services

100% Total Small Business Set-Aside

NAICS Code: 541613 Marketing Consulting Services

7/13/2018

Amended 7/24/2018

Quotations Due By NLT 12:00 PM EST, 7/30/2018

SECTION I Letter to Interested GSA Schedule Contract 00CORP SIN 541 5 Small Business Holders

CONTENT

Factor 3 - Past Performance

Statement

Performance Assessment Reporting System (CPARS):234.7 Contractor Non-Disclosure Requirements and Org
Control

SECTION II Solicitation Information

52.2.1 PART 1 (TECHNICAL QUOTATION)

92.3.4 Adjectival Ratings

SECTION IV Task Order Level Terms and Conditions

SECTION V Task Order Price Schedule

SECTION I Letter to Interested GSA Schedule Contract 00CORP SIN 541 5 Small Business Holders

To Whom It May Concern:

The General Services Administration (GSA), Office of Strategic Communication, has identified a need for nationwide, strategic communication support services.

As such, this Request for Quotation (RFQ) is being issued to all small business holders under GSA Schedule Contract 00CORP 541 5 Integrated Marketing Services. The RFQ summary is as follows:

- (1) Performance Work Statement for Nationwide Communication Support Services
- (2) Task Order Type: Firm-Fixed Price (FFP)
- (3) Performance Period: One-year base period with four (4) one-year option periods
- (4) Questions Due by NLT 5:00 PM EST, 7/18/2018
- (5) Quotations Due By NLT 12:00 PM EST, 7/30/2018

All electronic quotation submissions shall only be made via GSA's electronic buying system, e-Buy. Any corrupt or unreadable documents shall not be considered for evaluation purposes. Any files not received by the cut-off date and time specified herein shall be deemed late and shall not be considered for evaluation.

If you have any questions regarding this RFQ, please contact GSA points of contact listed below.

GSA Contract Officer (Primary POC):

Patricia Sylvester, E-mail: patricia.sylvester@gsa.gov, Tel.:202-260-6889

SECTION II Solicitation Information

2.1 GENERAL

The Government contemplates award of one (1) single-award Firm-Fixed Price (FFP) Task Order against an eligible GSA Schedule 00CORP Contract in accordance with FAR Subsection 8.405-2. It is expected that Vendors will submit Quotations in accordance with the procedures and requisite requirements identified in this Solicitation in accordance with their GSA Schedule 00CORP Contract. This RFQ will be competed among GSA Schedule 00CORP Contract holders on the SIN listed on the cover page of this RFQ as a 100% small business set aside.

2.1.1 TYPE OF AWARD

This RFQ will result in one (1) single-award Firm-Fixed Price task order award issued against the vendor's GSA Schedule 00CORP Contract. This procurement is a 100% small business set-aside under GSA Schedule 00CORP Contract, SIN 541 5. This procurement shall be conducted in accordance with procedures in FAR 8.405-2.

It is the Government's intent to award one (1) Task Order against the vendor's GSA Schedule 00CORP Contract using best value tradeoff evaluation process.

2.1.2 SUBMISSION INFORMATION

Responses to this RFQ shall be submitted in electronic format via GSA's electronic buying system, e-Buy. Quotations shall not be submitted to any other parties. Vendors are herein notified that any corrupt or unreadable documents shall not be considered for evaluation purposes. Any files not received by the cut-off date and time specified herein shall be deemed late and not considered for evaluation.

Questions pertaining to this RFQ shall be submitted by NLT 5:00 PM EST, 7/18/2018, to the attention of GSA POC identified in Section I above. Questions received after this cut-off date shall be addressed only at the discretion of the Contracting Officer. The Government intends to provide responses to questions no later than 3 business days prior to the RFQ due date.

2.1.3 FORMAT

No paper (hard copy) quotations shall be accepted. All submitted electronic documents shall be in PDF and MS Excel format. Each page in the submitted documents shall fit on 8 ½" X 11" paper size, with all text single-spaced, using font size no less than 11 points. All text and graphics shall be legible. The Technical Quotation and Price Quotation for the task order shall be separate files. No pricing information shall be included in the Technical Quotation. Page limits are not inclusive of cover page and table of contents.

The following naming conventions for the quotation documents should be utilized:
47HAA018Q0294 - Vendor Name - [Technical/Price] Quotation [DATE]

2.1.4 MINIMUM REQUIREMENTS

Vendors responding to this RFQ shall meet the following minimum requirements. Quotations that fail to meet any one of these minimum requirements shall not be further evaluated and shall be deemed ineligible for award.

1. Submit complete quotation documentation in accordance with RFQ instructions;
2. The Government encourages forming Contractor Team Arrangement (CTA) among GSA Schedule 00CORP Contract holders. If a CTA is utilized in the vendor's quotation, each team lead and team members' current and accurate Schedule contract pricing shall be posted in the GSA eLibrary portal.
3. Proposed prices shall be in accordance with the vendor's GSA Schedule 00CORP Contract. The Government is seeking additional discounts off of vendor's schedule contract prices.
4. Quotation shall be submitted by the Team Lead, if applicable; and,
5. Quotation shall identify Data Universal Numbering System (DUNS) Number for all team members (including Subcontractors) and each shall have current System for Award Management (SAM) registration as of the time of quotation submission.
6. Vendor shall be registered in the System for Award Management (SAM) with no active exclusions.

2.1.5 ASSUMPTIONS

All assumptions shall be evaluated as part of the individual factor to which they apply. The Government reserves the right to reject any quotation that includes any assumption that may impact satisfying the Government's requirements. Option years are based on funding availability. The Government reserves the right not to exercise any option year(s) if determined to be in the best interest of the Government. Please see Section 2.3.9 of the RFQ regarding evaluation of options.

2.2 QUOTATION CONTENT

Vendors are requested to provide a submission that is in accordance with the instructions in this RFQ, including the Evaluation Factors for Award section.

All vendor Quotations must include the data elements and information as follows.

2.2.1 PART 1 (TECHNICAL QUOTATION)

The Technical Quotation shall be separate from the Price Quotation. The Technical Quotation shall consist of a narrative file the following naming convention: 47HAA018Q0294 - Vendor Name - Technical Quotation - Date. Each narrative section must address the vendor's response to the respective Technical Evaluation Criteria for the task order. Page limits for each evaluation factor are provided and are inclusive of each evaluation sub-factor.

Technical Quotation	Page Limit
Evaluation Factor 1 - Technical Approach Documents expected: <ul style="list-style-type: none"> • The vendor's technical approach plan • Quality Control Plan 	10 pages Not Including: Quality Control Plan
Evaluation Factor 2 - Management Approach Documents expected: <ul style="list-style-type: none"> • The vendor's management approach plan • Key Personnel Resumes 	5 pages Not Including: Key Personnel Resumes
Evaluation Factor 3 - Past Performance Documents expected: <ul style="list-style-type: none"> • The vendor's past performance report 	6 pages

2.2.2 PART 2 (PRICE QUOTATION) (6-Page Limit)

The Price Quotation shall be separate from the Technical Quotation. The Price Quotation shall consist of the following:

Price Quotation	Page Limit
1. Cover Letter; 2. Price Schedule with proposed pricing for each task identified in the Performance Work Statement for the base and four option periods using attached price schedule template in MS Excel format; (Vendors may provide additional price breakdowns and explanations to support their quoted price in accordance with the manufacturer's commercial pricing practices). 3. Listing of any proposed discount(s) from vendors' schedule contract prices, as applicable;	Price quote narrative limited to 6 pages for Task Order submissions combined (page limit does not apply to mandatory MS Excel price

4. Acknowledgement of Amendments, as applicable; and, 5. Statement that the Quotation shall remain valid for a minimum of ninety (90) days.	schedule template)
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2.3 QUOTATION EVALUATION

The Government will evaluate the quotations based on the following phases and evaluation factors, in descending order of importance. The Government will award one (1) task order resulting from this solicitation to the responsible vendor whose quotation conforming to the solicitation will be most advantageous to the Government, price and other factors considered.

Phase	Description	Minimum Required Rating to Proceed	If Vendor Achieves Required Rating
Phase 1	Technical/Non-Price Evaluation (Evaluation Factor 1)		
	Evaluation Factor 1 Technical Approach	Acceptable	Proceed to Evaluation of Technical/Non-Price Factors 2 & 3
Phase 2	Technical/Non-Price Evaluation (Evaluation Factor 2 & 3)		
	Evaluation Factor 2 Management Approach	Acceptable	Proceed to Evaluation of Price Quotation
	Evaluation Factor 3 Past Performance	Acceptable/Somewhat Relevant - Limited Confidence	
Phase 3	Price Evaluation		
	Evaluation Factor 4 (Price Evaluation)	Verified Consistency with GSA Schedule Contract, conducted competitive price analysis among quoters	
Award Determination			
	Best-Value: Trade-Off		

2.3.1 Evaluation Factor 1 - Technical Approach

The quotation will be evaluated to determine if the vendor's proposed solution to provide support services will address all objectives and tasks listed in the PWS Section 4.

Vendors will be evaluated on their demonstrated capability to complete the requirements of the PWS and the soundness and feasibility of their technical approach. The vendor must have expertise in providing strategic communication services. This includes the vendor's plans to meet all of the technical requirements of the project as defined in the

PWS.

The vendor's response to Evaluation Factor 1 must include a plan that addresses:

1. The vendor's understanding of the work, to include a discussion of each objective and task listed in the PWS and planned execution of the project.
 - a. A project management plan which addresses the vendor's ability to successfully accomplish the tasks and performance standards as outlined in PWS Section 4.
 - b. The degree to which the Vendor's quote demonstrates an understanding of resource, schedule, and any other miscellaneous issues in which the Government should be aware. The vendor must specifically address its approach to resource allocation for the regions/locations identified in Section 7.2 of the PWS. This approach must identify the roles of personnel and resources and specific responsibilities for each role by location.
 - c. The vendor's ability to control risk and identify management issues.
2. The vendor's technical approach to the project which specifically addresses the tools, methods and technologies that the vendor will utilize to complete each task listed in the PWS.
3. The Vendor's quality control plan which addresses all items in Section 4.13 of the RFQ and includes vendor's the confirmation that approach to complying with all applicable laws, regulations, guidance and directives will be complied with.

Any quotation that fails to receive an overall rating of "Acceptable" or higher for Technical Evaluation Factor 1 will be found ineligible for award. Accordingly, such quotations will not proceed to Phase 2.

2.3.2 Evaluation Factor 2: Management Approach

The vendor must demonstrate quality and effectiveness of the allocation of personnel and resources in their response to this evaluation factor. The qualifications, experience, and availability of all proposed Key Personnel, including any consultants and/or subcontractors, and evidence of relevant hands-on past work, will be evaluated.

The vendor must provide a management approach that addresses the following:

1. The vendor's staffing approach, presented by year and task, and appropriate for meeting the performance and quality requirements of the task order. The vendor's staffing approach shall include the names of key personnel and the types of personnel to be employed, the labor hours proposed for each, their responsibilities, and how they will be utilized and managed.
2. Evidence of the expertise of the key personnel, where it was applied, and length of experience must be provided in all required task areas. More information on key personnel is located in section 8.1 of the Performance Work Statement. The Personnel shall be evaluated on:
 - a. Years of relevant experience and skill in the relevant areas
 - b. Education (appropriateness of degrees to the proposed position, meeting or exceeding the minimum requirements)

3. Resumes must be submitted for all staff with their proposed position.
4. The vendor must provide a key personnel retention and replacement approach to be evaluated to determine appropriateness and effectiveness.
5. The vendor must demonstrate the proposed key personnel's ability to work legally in the U.S. during the entire life of this task order (5 years), and ability to attain and maintain the required clearance level shortly upon award by virtue of having current or recent (last 1-3 years) clearance at the same or higher level.

2.3.3 Evaluation Factor 3 - Past Performance

Vendor must demonstrate evidence that the organization has current capabilities; and for assuring performance of this requirement.

Vendor must demonstrate two (2) recent and relevant past performance projects and submit their performance references, to support performance for the past performance examples.

- Each project example must include the Contact Name(s) for references, contract/order numbers, total awarded value and contact information for the project CORs and PMs must be provided for validation of the information provided by the Contractor
- Recent, past performance projects must be either active or completed within the last three years.

Relevant past performance includes current or past contracts similar in size, scope, and complexity to the work described in this PWS. At a minimum, one past performance example must be work completed by the vendor that is submitting the quotation, if in a teaming arrangement, the team lead performed as a prime contractor.

The Government will evaluate the Vendor's experience (what was performed) and past performance (how well it was performed) to determine the degree to which it demonstrates the likelihood it can successfully perform the tasks in the PWS. The criteria listed below will be used to gauge level of management and technical expertise.

- The extent of the Vendor's specialized experience including the breadth and depth of the Vendor's specialized experience on projects of similar size and scope.
- Proven expertise and accomplishments in areas directly relevant to the requested services described in the PWS and the ability to provide the full range of services specified in the PWS.
- Evidence that the Vendor has internal expert knowledge, skills, and capabilities related to the services described in the PWS, such as:
 - Developing, completing, maintaining, and upgrading products similar to the efforts specified within this solicitation.
 - Experience in strategic communication projects and programs.
 - Use of processes and procedures to ensure methodological/repeatable approach.

~~The Government will only consider past performance examples of relevant projects that the vendor performed in the prime contractor capacity.~~ The Government may use information gathered from the references under past performance to gain a better understanding of the experience identified.

The Government will also assess the relative risks associated with each vendor. Performance risks are those associated with a vendor's likelihood of success in performing the acquisition requirements as indicated by that vendor's record of past performance.

The Government reserves the right to contact the POCs listed on the past project examples to gain additional feedback on the vendor's past performance as part of the technical evaluation process.

Any quotation that fails to receive an overall rating of "Acceptable" or higher for the Evaluation Factor 32 and "Somewhat Relevant" and "Limited Confidence" or higher for the Evaluation Factor 3 will be found ineligible for award. Accordingly, such quotations will not proceed to Price Evaluation.

2.3.4 Adjectival Ratings

2.3.4.1 Ratings for Technical/Non-Price Evaluation Factors 1 & 2

The Government will review the vendor's response to Evaluation Factor 1 Technical Approach and Evaluation Factor 2 Management Approach. Evaluation Factor 1 is the most important and heavily weighted factor, followed by the Evaluation Factor 2: Management Approach and then Evaluation Factor 3: Past Performance.

Technical/Non-Price Evaluation Factors will be assigned a rating using the adjectival ratings/definitions with a combined technical/risk rating methodology. The combined technical/risk rating includes consideration of risk in conjunction with the strengths, weaknesses, and deficiencies in determining technical ratings.

An unacceptable rating received for any of these factors will render the quotation unacceptable for further consideration in the selection process.

Combined technical/risk evaluations shall utilize the combined technical/risk ratings as listed in the Table below.

Adjectival Rating	Description
Outstanding	Quotation consistently exceeds the requirements and indicates an exceptional approach and understanding of the requirements. Quotation contains multiple strengths and there are no weaknesses or identifiable risks.
Good	Quotation consistently meets and sometimes exceeds requirements and indicates a sound approach and understanding of the requirements. Quotation contains multiple strengths that far outweigh any weaknesses. Risk of unsuccessful performance is very minimal.
Acceptable	Quotation consistently meets requirements and indicates an adequate approach and understanding of the requirements. Strengths and weaknesses are offsetting. Risk of unsuccessful performance is low.
Marginal	Quotation does not clearly meet requirements and failed to

	demonstrate an adequate approach and understanding of the requirements. The quotation has one or more significant weakness(es) which is/are not offset by any identified strength(s). Risk of unsuccessful performance is moderate.
Unacceptable	Quotation failed to meet requirements and contains one or more deficiencies and/or weakness(es). Identified deficiencies and weaknesses cannot be remediated without a major revision of the quotation. Risk of unsuccessful performance is high.

2.3.4.2 Adjectival Ratings for Technical/Non-Price Evaluation Factor 3

Evaluation Factor 3 will be evaluated according to the following ratings:

The evaluation of past experience and performance results in an assessment of the Vendor's probability of meeting the requirements outlined in the Performance Work Statement. This evaluation considers each Vendor's demonstrated recent and relevant experience regarding the services that meet the requirements outlined in the Performance Work Statement, and how well the Vendor performed in providing those services. One performance confidence assessment rating is assigned for each Vendor after evaluating the Vendor's recent past performance, focusing on performance that is relevant to the requirements outlined in the Performance Work Statement. Recent is defined as work performed with the last three years. Past performance must be recent and relevant to be considered.

There are two aspects to the past experience and performance evaluation.

The first is to evaluate the Vendor's experience to determine how relevant a recent effort accomplished by the Vendor is to the effort to be acquired through the Task Order. Common aspects of relevancy include similarity of service/support, complexity, dollar value, task order type and degree of subcontracting/teaming.

There are four levels of relevancy shown below. With respect to relevancy, more relevant past experience will typically be a stronger predictor of future success and have more influence on the past performance confidence assessment than past experience of lesser relevance.

The table below illustrates the past experience relevance ratings rationale that will be applied as follows to relevance of past performance:

Past Experience Relevance	
Adjectival Rating	Definition
Very Relevant	Present/past experience involved essentially the same scope and magnitude of effort and complexities this solicitation requires.

Relevant	Present/past experience involved much of the magnitude of effort and complexities this solicitation requires.
Somewhat Relevant	Present/past experience involved some of the scope and magnitude of effort and complexities this solicitation requires.
Not Relevant	Present/past experience involved little or none of the scope and magnitude of effort and complexities this solicitation requires.

The second aspect of the past performance evaluation is to determine how well the Vendor performed on the contracts. Sources of Past Performance Information for Evaluation are as follows:

- Past performance information may be provided by the Vendor, as solicited.
- Past performance information may be obtained from any other sources available to the Government, to include, but not limited to, CPARS, PPIRS, and FAPIIS, Electronic Subcontract Reporting System (eSRS), or other databases; interviews with Program Managers, Contracting Officers, and Fee Determining Officials; and the Defense Contract Management Agency.

The evaluation team will review this past performance information and determine the quality and usefulness as it applies to performance confidence assessment.

Past Performance Confidence Assessment: In conducting a performance confidence assessment, each Vendor shall be assigned one of the ratings in the table below. (Reference FAR 15.305(2) for information on assigning an unknown/neutral confidence rating.)

Past Performance Confidence	
Adjectival Rating	Description
Substantial Confidence	Based on the Vendor's recent/relevant performance record, the Government has a high expectation that the Vendor will successfully perform the required effort.
Satisfactory Confidence	Based on the Vendor's recent/relevant performance record, the Government has a reasonable expectation that the Vendor will successfully perform the required effort.

Limited Confidence	Based on the Vendor's recent/relevant performance record, the Government has a low expectation that the Vendor will successfully perform the required effort.
No Confidence	Based on the Vendor's recent/relevant performance record, the Government has no expectation that the Vendor will be able to successfully perform the required effort.
Unknown Confidence (Neutral)	No recent/relevant performance record is available or the Vendor's performance record is so sparse that no meaningful confidence assessment rating can be reasonably assigned.

2.3.5 Evaluation Factor 4: Price Quotation Evaluation

Price evaluations will be conducted in accordance with Federal Acquisition Regulation (FAR) Part 8.405-2(d). Award will be made to the Vendor whose price quotation represents the best value to the Government. Vendors' price quotations will be evaluated to determine total price reasonableness and best value to GSA. Prices that are excessively high or low may be considered unreasonable, and may receive no further consideration. Prices will be evaluated to ensure consistency with the Vendor's GSA schedule.

The Government will evaluate the quoted total price for the total period of performance one-year base and 4 one-year options to be consistent with prices as approved in the vendor's GSA Schedule contract and demonstrates ability to fully meet the tasks listed in Section 5 of the PWS.

The price Quotation will be evaluated for consistency and understanding of the requirements set forth in this RFQ and PWS.

GSA will confirm that the rates in the Quotation are accurate when compared to the vendor's current schedule contract. Quotations containing inaccurate pricing information will be deemed ineligible for award and may not be further evaluated.

GSA is seeking additional discounts over Contract discounts for use under this RFQ.

Open market items may be included on the vendor's price proposal but must be clearly marked and incidental to other items available on the vendor's GSA Schedule Price list.

2.3.6 Best Value - Trade-off Evaluation Process

Quotations must demonstrate a clear understanding of the nature and scope of the work required. Failure to provide a responsive, reasonable, and complete Quotation may reflect a

lack of understanding of the requirements and may result in a Quotation receiving no further evaluation and determined ineligible for award.

Award of one (1) Firm-Fixed Price (FFP) Task Order will be made to the responsible vendor whose Quotation conforms to the requirements outlined in this RFQ and is determined to represent the best value to the Government in terms of technical merit and proposed price.

Vendors should note that technical / non-price factors, when combined, are significantly more important than price. The technical/non-price evaluation factors are listed in descending order of importance. To receive consideration for price evaluation, a rating of no less than "Acceptable" must be achieved for all non-price factors/criteria.

However, as Quotations become more equal in terms of technical/non-price evaluation factors, price will become a more important factor.

Vendors must meet all the requirements for the technical/non-price factors in order to move forward with the price evaluation phase.

2.3.7 Discussions

The Government intends to award without discussions. GSA Professional Services (00CORP) Schedule vendors shall provide their best, complete Quotation upon initial submission. The Government reserves the right to hold discussions if deemed necessary by the Contracting Officer.

Government-employee representatives from the requiring program office shall provide technical evaluation of all Quotations based on the Quotations/documentation provided. The evaluations will be based on the evaluation criteria set forth above.

2.3.8 Evaluation of Options

For award purposes, in addition to the vendor's response to the base period requirements, the Government will evaluate the vendor's Quotation in response to all RFQ option periods. Evaluation of the option periods will not obligate the Government to exercise the options.

SECTION III Performance Work Statement

3.1 GENERAL: See attached Nationwide Communications Support Services, Performance Work Statement (PWS).

SECTION IV Task Order Level Terms and Conditions

4.1 General:

The terms and conditions provided for in the vendor's GSA Professional Services Schedule (00CORP) are incorporated in this requirement. All order of precedence issues shall be governed by FAR 52.212-4(s), as supplemented and deviated from in GSAR 552.212-4.

4.1.1 Period of Performance: As indicated in the Performance Work Statement (PWS), the Government desires services for one (1) base year (Date of Award + 12 months) plus four (4) one-year (12 months each) option periods. Options, if determined required, shall be exercised in accordance with applicable regulations.

4.1.2 Task Order Award: Award of the resultant Task Order shall be made via a bilaterally signed SF1449. Award shall consist of mandatory FFP Contract Line Item Numbers (CLINs) for Nationwide Communications Support Services covering the Base Year and Option Years.

4.2 Task Order Level Clauses:

In addition to the clauses set forth therein the Contractor's GSA Professional Services Schedule (00CORP), the following additional task order level clauses are herein made a part of, and pertain to, any resultant contractual action for this Task Order.

4.2.1 Task Order Level Clauses Incorporated by Reference:

FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at these addresses.

- (a) Federal Acquisition Regulation: <https://www.acquisition.gov/far/>

The following clauses are incorporated by reference, and made a part of, the resultant task order:

Clause No	Title	Date
52.217-5	EVALUATION OF OPTIONS	JUL 1990
52.219-6	NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE	DEC 2015
52.237-3	Continuity of Services	JAN 1991
52.232-18	Availability of Funds	APR 1984

52.232-22	Limitation of Funds	APR 1984
52.204.10	Reporting Executive Compensation and First Tier Subcontract Awards	OCT 2016
52.217-7	Option for Increased Quantity-Separately Priced Line Item	MAR 1989
52.217-8	Option to Extend Services (a) Fill-In Date: 5 Days	NOV 1999
52.217-9	Option to Extend the Term of the Contract (a) Fill-In Dates: 60, 90 (c) 60 months	MAR 2000
52.233-2	Service of Protest	SEPT 2006
<u>52.222-17</u>	<u>Nondisplacement of Qualified Workers</u>	<u>MAY 2014</u>
52.233-4	Protest After Award	AUG 1996

52.252-2 GSAM CLAUSES INCORPORATED BY REFERENCE

The full text of a provision may be accessed electronically at: GSAM website:

<https://www.acquisition.gov/gsam/gsam.html>

Clause No	Clause Title	Date
552.212-71	Contract Terms and Conditions Applicable to GSA Acquisition of Commercial Items	JUN 2016

552.212-72	Contract Terms and Conditions Required to Implement Statutes or Executive Orders Applicable to GSA Acquisition of Commercial Items	JUN 2015
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SECURITY CLAUSES INCORPORATED BY REFERENCE

Clause No	Clause Title	Date
FAR 52.204-2	Security Requirements	(Aug 1996)
FAR 52.204-9	Personal Identity Verification of Contractor Personnel	(Jan 2011)
FAR 52.224-1	Privacy Act Notification	(Apr 1984)
FAR 52.224-2	Privacy Act	(Apr 1984)
FAR 52.239-1	Privacy or Security Safeguards	(Aug 1996)
FAR 52.204-21	Basic Safeguarding of Covered Contractor Information Systems	(Jun 2016)
GSAR 552.204-9	Personal Identity Verification Requirements	(Oct 2012)
GSAR 552.239-70	Information Technology Security Plan and Security Authorization	(Jun 2011)
GSAR 552.239-71	Safeguarding Sensitive Data and Security Requirements for Unclassified Information Technology Resources	(Jan 2012)

4.2.2 GSA IT SECURITY POLICIES INCORPORATED BY REFERENCE

Safeguarding Sensitive Data and Information Technology Resources

- a. In accordance with FAR 39.105, this section is included in the contract.
- b. This section applies to all who access or use GSA information technology (IT) resources or sensitive data, including awardees, contractors, subcontractors, lessors, suppliers and manufacturers.

- c. The GSA policies as identified in paragraphs (d), (e) and (f) of this section are applicable to the contract. These policies can be found at <http://www.gsa.gov/directives>.
- d. All of the GSA policies listed in this paragraph must be followed.
 - 1. CIO P 1878.2A Conducting Privacy Impact Assessments (PIAs) in GSA
 - 2. CIO P 2100.1 GSA Information Technology (IT) Security Policy
 - 3. CIO P 2180.1 GSA Rules of Behavior for Handling Personally Identifiable Information (PII)
 - 4. CIO 9297.1 GSA Data Release Policy
 - 5. CIO 9297.2B GSA Information Breach Notification Policy
- e. All of the GSA policies listed in this paragraph must be followed, when inside a GSA building or inside a GSA firewall.
 - 1. CIO P 2100.2B GSA Wireless Local Area Network (LAN) Security
 - 2. CIO 2100.3B Mandatory Information Technology (IT) Security Training Requirement for Agency and Contractor Employees with Significant Security Responsibilities
 - 3. CIO 2104.1A GSA Information Technology IT General Rules of Behavior
 - 4. CIO 2182.2 Mandatory Use of Personal Identity Verification (PIV) Credentials
 - 5. ADM P 9732.1D Suitability and Personnel Security
- f. The GSA policies listed in this paragraph must be followed.
 - 1. ☐ CIO 2102.1 Information Technology (IT) Integration Policy
 - 2. ☒ CIO 2105.1C GSA Section 508: Managing Information and Communication Technology (ICT) for Individuals with Disabilities
 - 3. ☒ CIO 2106.1 GSA Social Media Policy
 - 4. ☒ CIO 2107.1 Implementation of the Online Resource Reservation Software
 - 5. ☒ CIO 2108.1 Software License Management
 - 6. ☒ CIO 2160.2B GSA Electronic Messaging and Related Services
 - 7. ☒ CIO 2160.4A Provisioning of Information Technology (IT) Devices
 - 8. ☒ CIO 2162.1 Digital Signatures
 - 9. ☒ CIO P 2165.2 GSA Telecommunications Policy
- g. The contractor and subcontractors must insert the substance of this section in all subcontracts.

4.2.3 Task Order Level Clauses Incorporated in Full Text

52.217-9 Option to Extend the Term of the Contract (Mar 2000)

- (a) The Government may extend the term of this contract by written notice to the Contractor within 60 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 90 days before the contract expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed sixty months.

(End of clause)

52.232-19 Availability of Funds for the Next Fiscal Year (Apr 1984)

Funds are not presently available for performance under this contract beyond the base year period of performance. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond the base year period of performance, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

52.232-99 PROVIDING ACCELERATED PAYMENT TO SMALL BUSINESS SUBCONTRACTORS (DEC 2013)

(a) Upon receipt of accelerated payments from the Government, the Contractor shall make accelerated payments to its small business subcontractors under this contract, to the maximum extent practicable and prior to when such payment is otherwise required under the applicable contract or subcontract, after receipt of a proper invoice and all other required documentation from the small business subcontractor.

(b) The acceleration of payments under this clause does not provide any new rights under the Prompt Payment Act.

(c) Include the substance of this clause, including this paragraph (c), in all subcontracts with small business concerns, including subcontracts with small business concerns for the acquisition of commercial items.

Clause No	Title	Date
52.217-8	Option to Extend Services (a) Fill-In Date: 5 Days	NOV 1999

4.3 Individuals Authorized to Commit the Government

For purposes of the resultant Task Order, only the GSA OIA Contracting Officer, acting within the scope of their warrant authority, are empowered to execute contract actions, and any necessary modifications thereto.

The Contracting Officer is the only person authorized to approve any changes in the scope of work for this requirement. In the event the contractor effects any changes at the direction of any person other than the Contracting Officer, the changes shall be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase of expenses incurred as a result thereof.

The Primary Contracting Officer for the Task Order shall be as follows:

Patricia Sylvester E-mail: patricia.sylvester@gsa.gov, Tel.:202-260-6889

4.4 Contracting Officer's Representative (COR):

Any individual delegated as the Contracting Officer's Representative (COR) under the resultant Task Order shall be limited to technical cognizance and performance oversight. The COR shall not at any time execute contract actions or modifications therein. The Contracting Officer shall issue a formal COR appointment letter, to be included with the resultant task order award package, and shall provide a copy to the Contractor. Responsibilities and limitations on authority specific to the resultant Task Order shall be identified within the appointment letter. Any changes to the COR or assigned duties therein shall be made in writing by the Contracting Officer.

The Contracting Officer's Representative (COR) and/or Program Manager shall assist in monitoring the contractor's performance. The contractor's performance shall be evaluated by the COR and Program Manager unless otherwise required.

The COR shall contact the Contracting Officer for any changes needed on the requirement. The Primary Contracting Officer's Representative for the Task Order shall be as follows:

TBD

4.5 Funding and Payment:

Prompt Payment Requirements: Payments will be processed in accordance with FAR Clause 52.212-4(i) Payments as supplemented and deviated from in GSAM Clause 552.212-4.

INVOICES: The Contractor shall submit billings not more than monthly in accordance with the instructions below.

Submission of Original Invoices:

Invoices shall be submitted no later than the fifteenth calendar day of the month following performance and must be accompanied by all monthly status reports submitted during that period. The COR and CO shall receive a copy of the invoice and all supporting documentation. This can be done before, but no later than, the same time as invoice submission to the GSA Finance Office.

Invoices are authorized for payment upon the Government's receipt and acceptance of deliverables specified in the contract and the receipt of a valid invoice. Invoices, to be proper and payable, must include the following information:

1. Name and address of the Contractor, and
2. Invoice date and number, and
3. Contract Number, Order Number, and Pegasys Document Number (PDN) (listed in Block 20 of the SF-1449 or Block 4 of SF-300), any Contract Line Item Numbers, and the project title (Nationwide Communication Support Services) and
4. Description of the services provided including quantity, unit of measure, unit price and extended price of the item(s) delivered; period of service and/or dates that services were provided, etc., and
5. Name and address of official to whom payment is to be sent, and
6. Name, title, and phone number of person to be notified in event of defective invoice; and

7. Taxpayer Identification Number (TIN). The Contractor shall include its TIN on the invoice.

The Contractor shall submit an original invoice for payment to GSA Financial Operations & Disbursement Division.

KANSAS CITY INVOICING:

When invoicing GSA, cite the order number in Block 2, the contract number in Block 3 and the PDN number in Block 4 of the GSA Form 300. All invoices shall be submitted electronically. Password and electronic invoice access is obtained through VCSS, <https://vcss.ocfo.gsa.gov>. For assistance with how to setup electronic invoicing or payment related information, please contact GSA Finance Customer Support (800) 676-3690 or kc-acctspayable.vcss@gsa.gov. A copy of the invoice must be sent to the Program Office POC, Sarah Puleo for approval. A courtesy copy of the invoice must also be sent to the contracting office POC, Patricia Sylvester (patricia.sylvester@gsa.gov) for the official contract file.

Electronic Submission: The Vendor and Customer Self Service (VCSS) system, implemented by the General Services Administration (GSA), is a web-based application that allows vendors to create and process their invoices electronically (paperless) and track the status of payments made by GSA, and allows customers to view billing and payment information.

Any vendor requesting registration in VCSS must have a valid DUNS/DUNS+4 number and must register in the System for Award Management (SAM) database prior to registering in VCSS. Vendors can contact Dun & Bradstreet at <http://fedgov.dnb.com/webformto> to obtain a DUNS/DUNS+4 number. The vendor must ensure that their SAM registration remains active at all times.

A duplicate invoice with supporting documentation is sent to the COR and CO identified in the contract award. Who shall confirm deliveries or performance made against the invoiced line items to ensure that the correct amounts have been billed and documents any price reductions. The COR shall then sign the invoice and complete the Receiving Report to authorize the GSA's payment office to process payment of the invoices.

Please Note: Failure to send both copies could delay your payment.

Invoices for final payment must be so identified and submitted when tasks have been completed and no further charges are to be incurred. These close-out invoices, or a written notification that final invoicing has been completed, must be submitted to the ordering agency within 30 days of task order completion.

A copy of the written acceptance of task completion must be attached to final invoices. If the contractor requires an extension of the 30- day period, a request with supporting rationale must be received prior to the end of the 30-day period.

4.6 Contractor Performance Assessment Reporting System (CPARS):

GSA OIA shall prepare evaluations of contractor's performance under the resultant Task Order. In addition to a final CPARS assessment, interim evaluations shall also be completed annually. The contractor shall designate an appropriate point of contact (including name, telephone number and email) for use in registration of the resultant task order in the CPARS system for use in completing performance assessments. Performance assessments will be routed to this individual through the CPARS portal for coordinating comments with the Contractor in accordance with FAR Section 42.1502. Any updates to the identified point of contract shall be made in writing to the Contracting Officer within five (5) business days to ensure timely update of the communication matrices housed within the CPARS portal.

4.7 Contractor Non-Disclosure Requirements and Organizational Conflict of Interest

- a. Contractors may require access to program sensitive information or pre-decisional, sensitive information, and may be required to complete non-disclosure forms. The forms will restrict any use of inside information as procurement sensitive. Non-disclosure forms will be kept on file with the COR.
- b. The Contractor may have access to information by virtue of their performance under this contract that could give rise to a potential (real or perceived) Organizational Conflict of Interest (OCI). Therefore, the Contractor shall ensure that it remains free from or satisfactorily mitigates any potential (real or perceived) OCI associated with this effort by providing written notice, and its proposed mitigation plan, to the Contracting Officer as soon as practicable after identifying the potential OCI. The Contracting Officer will consider the proposed mitigation plan and take whatever steps necessary to protect the Government's best interest.

4.8 Data Security and Privacy

The contractor shall be responsible for properly protecting all information used, gathered, disclosed, or developed as a result of work under this contract. The contractor shall also protect all government data by treating information as sensitive. All information gathered or created under this contract shall be considered as confidential information. The Contractor shall protect all government data by taking necessary measures to ensure only authorized personnel have access to the GSA systems used in the management of OSC's digital assets. The Contractor shall follow GSA IT Security Practices and use appropriate safeguards to maintain its security in accordance with minimum Federal standards.

It is anticipated that this information will be gathered, created and stored within the primary work location. If contractor personnel must remove any information from the primary work area they should protect it to the same extent they would their proprietary data and/or company trade secrets. The information shall not be disclosed, copied, modified, used (except in completion of a task order) or otherwise disseminated to any other person or entity at any time to include, but not limited to inclusion in any database external to GSA without GSA's expressed consent.

All data, reports and other products created as a result of these services will remain the property of the government and should be provided in their entirety to the government program manager as they are completed.

When no longer required, any government information, data, and/or equipment shall be returned

to government control, destroyed, or held until otherwise directed by the Contracting Officer. Delivered data shall conform to an industry standard format capable of being transported to other systems such as mbox, pst, xml or other mutually agreed to format with specified format(s) data will be provided in.

The Contractor shall manage data remnants throughout the data life cycle according to:

- NIST Special Publication 800-88: Guidelines for Media Sanitization, September 2006, or any revised versions thereafter.
- DoD 5220.22-M: National Industrial Security Program Operating Manual (NISPOM), February 2006, or any revised versions thereafter

The Contractor shall provide security mechanisms for handling data at rest and in transit in accordance with FIPS 140-2 encryption standards.

4.8.1 Privacy

Anticipated work may require that Contractor personnel have access to Privacy Information. Contractor personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations.

The GSA information systems are the property of the government. The Contractor shall be responsible for adhering to all aspects of the Privacy Act and is prohibited from removing from the worksite any programs, documentation, or data without the knowledge and written approval of the government project manager.

4.9 Data Rights

The Government shall have unlimited use rights, at no additional cost to the Government, for all intellectual property developed or delivered in accordance with a task order. This right does not abrogate any other Government rights. Anything produced belongs to the Government with no restrictions. Anything that is licensed, copyrighted to be used in deliverables to the Government must be identified prior to award of each task order and approval made by GSA.

Government data rights of software deliverables shall be in accordance with FAR 52.227-19 Commercial Computer Software License and/or FAR 52.227-14 Rights in Data - General. Ownership of data entered into any and all systems, system documentation, all deliverables produced in the performance of this contract, and other related system information shall reside with the Government.

4.10 Facilities Security

The Federal Acquisition Regulation (FAR) Council requires that all federal entities ensure that all Contractors have current and approved security background investigations that are equivalent to investigations performed on Federal employees.

In accordance with Homeland Security Presidential Directive 12 (HSPD-12) and GSA regulations, contractor employees who required access to GSA facilities and IT systems, must

receive a successful determination from the security clearance process to receive a GSA Access Card (Access Card), at the minimum, a Moderate Background Investigation with written Inquiries (MBI) is required. Successful results from the FBI National Criminal History Check (i.e., fingerprint check) portion must be received before an Access Card can be issued.

The vendor will adhere to all GSA facility security requirements and information technology security requirements. Contractor employees without government issued identification badges shall be escorted while in the Government building.

The Contractor shall return all badges to the government on the same day that an individual employee is terminated, and/or upon termination or completion of the Call Order. The Contractor shall notify the Government immediately of any lost or stolen badges. Any required identification badges shall be worn and displayed at all times. Contractor personnel shall submit a Request for Deletion of User ID when access is no longer required.

The Government assumes financial responsibility for any fees connected to the clearance process for contractor employees and the issuance and/or maintenance fees for the Access Card.

The Contractor shall obtain approved background investigations to accomplish its support to GSA. Contractor personnel shall be required to have the appropriate level of investigation and/or security clearance for each selected site and information system. Contractor personnel shall also be required to submit a Request for User ID when access is required to a government computer, to include the submission of proof, to GSA, that a favorable National Agency Check has been completed. The contractor may be required to have access to live data and/or sensitive information and resources during performance of this authorized access to such information and shall be required to sign a nondisclosure agreement. The contractor shall observe and comply with the security provisions in effect at each selected site. The results of these clearances shall be provided to the Federal Government ISSM or ISSO upon request, but consistent with maintaining privacy of the individuals. All personnel with access to root or pseudo root access of servers and database administrators must meet these requirements.

4.11 Ad Hoc or Situational Teleworking

The Federal telework program and policies does not cover Federal contractors. However, this does not prohibit and should not prevent contractor employees from teleworking as appropriate. This provision authorizes telework in the event of hazardous road conditions in the winter months, an office move, a COOP exercise, or an emergency. Telework arrangements for contractors should be negotiated with both the contractor's own employer and with the Task Order Contracting Officer Representative and Contracting Officer so policies and procedures are in agreement with all parties. Telework agreement must be coordinated on a task by task basis as needed. Teleworking must be approved by the Task Order Contracting Officer. A report of telework activities shall be submitted by the contractor employee to the contractor Program Manager for each day telework is performed. The Contractor Program Manager shall submit the report to the Task Order Contracting Officer and Task Order Contracting Officer Representative by the end of each telework day.

4.12 Copyright Notice

The Contractor shall place the following copyright notice on all materials, documents, deliverables, etc. developed during performance of this contract.

This work, authored by [contractor name] employees, was funded in whole or in part by federal funds under U.S. Government contract [number] and is, therefore, subject to the following license: The government is granted for itself and others acting on its behalf a paid-up, nonexclusive, irrevocable, worldwide license in this work to use, reproduce, modify, prepare derivative works, disclose, distribute copies to the public, and perform publicly and display publicly, by or on behalf of the government. All other rights are reserved by the copyright owner.

For purposes of clarity, the intent of the government is for intellectual property to be vested in the Federal Government for work paid for by the Federal Government. All documents, graphics, and code created under this contract are the intellectual property of the Federal Government including, but not limited to, plans, reports, schedules, software code, software designs, graphics, etc. In the event that the Federal Government implements under this contract open-source software and pays for the cost of the implementation of open-source software, the final changes and edits to the code and configuration (such as work to integrate plug-ins) are the intellectual property of the Federal Government.

4.13 Quality Control

The contractor shall maintain an effective quality control program to ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's quality control program is the means by which he assures himself that his work complies with the requirement of the contract. The quality control plan should be provided with the contractor's proposal and will be incorporated into the PWS.

SECTION V Task Order Price Schedule

5.1 GENERAL: Vendors shall prepare their price quotations for the task order using the attached Price Schedule template in MS Excel format. Vendors must ensure that their price quotations include proposed pricing for all tasks, CLINs, and deliverables as set forth in the PWS.

Price quotations that do not conform to the format in the attached Price Schedule template may be rejected and receive no further consideration for award purposes. Vendors shall indicate clearly only labor categories and associated hourly rates as set forth on their Schedule Contract.

General Services Administration (GSA)
Office of Strategic Communication

Performance Work Statement (PWS)

Nationwide Communication Support
Services

Amendment 01: July 24, 2018

Version 1.0

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1.0 Background

GSA's Office of Strategic Communication (OSC) is responsible for ensuring Central Office and the agency's regions can adequately provide strategic communication services to its clients. GSA is in need of communication expertise to provide professional and effective communication material to internal organizations and external customers such as federal employees, vendors, and the general public.

2.0 Objectives

The key objective of this procurement is to obtain professional support services to assist GSA in performing its communication function. Competencies required include: Strong writing/editing skills, communication planning and coordinating, project management, web content management experience. Additionally, graphic design and video production and editing skills, including photography and video shooting and editing, digital image manipulation, and the design of reports, fact sheets, brochures, etc will be required.

3.0 Scope

GSA is looking for communication services to serve the needs of the entire organization. Specifically, we are looking for communication services to support GSA Region 1, communication services to support Region 2, and graphic artist and videography services, specializing in video production/editing, to support GSA's Central Office in Washington, D.C., and GSA Region 1, and graphic artist and web content management support services for GSA Regions 7, 8, 9, and 10.

4.0 Tasks/Performance Indicators

Tasks of this PWS include the following:

4.1 Create communication products for both internal and external audiences.

The contractor shall provide articles, speeches, talking points, presentations, photographs, and other basic communication products related to GSA's business outcomes as required. The format for these items should be discussed and coordinated with the government representative. Work will be consistent with professional industry standards and adherent to GSA policy and guidelines, under the supervision of a government official responsible for approving content. Due to the nature of the position in taking photographs of and providing speeches, talking points, and presentations to government representatives, the contractor shall perform this task at the location described in section 7.2. A rough estimate is for the creation of 4-6 of these products each week.

Performance Indicator	Performance Standards	Acceptable Quality Level	Incentives
Delivery of assigned	Tasks completed in	Minimum AQL: 90%	The Government may

products in a timely way. Time requirements will vary with product requested.	<p>accordance with time, scope, budget, and quality indicators.</p> <p>All work is in compliance with statutes, local policies, and style guides. Only minor modifications, if any, were made</p> <p>Questions about content scope, budget, timeline, and quality level were addressed ahead of accepting the task and any changes to these items during the course of executing the task were presented appropriately.</p>	<p>of requests are completed in accordance with performance standards.</p> <p>Incentive AQL: 95% of requests are completed in accordance with performance standards.</p>	<p>exercise the next option period of performance for this CLIN (if funding for the task order is available).</p> <p>The contractor and contractor staff will receive certificates of appreciation for their performance on this task.</p>
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4.2 Provide web content management support for the GSA public website and intranet site.

The contractor shall provide web content management support for the GSA public website and intranet site and should be familiar with the use of content management systems. The contractor shall provide basic edits to the content of webpages and should understand basic web management practices. Work will be consistent with professional industry standards and adherent to GSA policy and guidelines, under the supervision of a government official responsible for approving content. Due to the inter-related work of this task with the task described in 4.1, the government requests this task be performed perform at the location described in section 7.2. A rough estimate is for the creation or editing of 10-12 pages each week.

Performance Indicator	Performance Standards	Acceptable Quality Level	Incentives
Delivery of assigned products in a timely way, with page creation usually taking 2-3 days and page updating usually taking 1-2	<p>Tasks completed in accordance with time, scope, budget, and quality indicators.</p> <p>All work is in compliance with</p>	<p>Minimum AQL: 90% of requests are completed in accordance with performance standards.</p>	<p>The Government may exercise the next option period of performance for this CLIN (if funding for the task order is available).</p>

days to perform.	<p>statutes, local policies, and style guides. Only minor modifications, if any, were made.</p> <p>Questions about content scope, budget, timeline, and quality level were addressed ahead of accepting the task and any changes to these items during the course of executing the task were presented appropriately.</p>	Incentive AQL: 95% of requests are completed in accordance with performance standards.	The contractor and contractor staff will receive certificates of appreciation for their performance on this task.
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4.3 Research, execute, and evaluate communication plans for projects, programs, and initiatives.

The contractor shall have the knowledge and ability to conduct basic internet research to gauge current audience awareness and/or behaviors. The contractor shall have the knowledge and ability to execute communication plans based on the needs of the government to influence audience awareness and/or behaviors, including creating and adjusting messaging for communication products based on research gathered and analyzed. The contractor shall collect and analyze metrics for assessment of communication initiatives using Excel spreadsheets and other tools. Due to the inter-related work of this task with the task described in 4.1, the government requests this task be performed at the location described in section 7.2. A rough estimate is for the contractor to research or evaluate 0-2 communication plans each week.

Performance Indicator	Performance Standards	Acceptable Quality Level	Incentives
Communication research summaries and evaluation metrics provided in a timely way, usually taking 2-3 days to perform.	<p>Task completed in accordance with time, scope, budget, and quality indicators.</p> <p>All work is in compliance with statutes, local policies, and style guides. Only minor</p>	<p>Minimum AQL: 90% of requests are completed in accordance with performance standards.</p> <p>Incentive AQL: 95% of requests are completed in</p>	The Government may exercise the next option period of performance for this CLIN (if funding for the task order is available).

	<p>modifications, if any, were made.</p> <p>Questions about content scope, budget, timeline, and quality level were addressed ahead of accepting the task and any changes to these items during the course of executing the task were presented appropriately.</p>	<p>accordance with performance standards.</p>	<p>The contractor and contractor staff will receive certificates of appreciation for their performance on this task.</p>
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4.4 Utilize social media as a communication method.

The contractor shall provide quality and timely communication content including human interest stories and other success stories, supported by photographs and graphics for social media reporting and other presentations. The contractor shall support the daily management of social media content and engagement, as directed by OSC, clearing messaging and responses through regional federal government officials. The contractor shall provide monthly analytical reports on social media activity and interactivity. Due to the inter-related work of this task with the task described in 4.1, the government requests this task be performed at the location described in section 7.2. A rough estimate is for the creation 1-2 stories per week, the posting of 2-3 posts per week, and the running of analytics once per month.

Performance Indicator	Performance Standards	Acceptable Quality Level	Incentives
Monthly analytical reports and the timely completion of content requests, with most stories taking roughly 2-4 days to complete.	<p>Task completed in accordance with time, scope, budget, and quality indicators.</p> <p>All work is in compliance with statutes, local policies, and style guides. Only minor modifications, if any, were made.</p> <p>Questions about content scope, budget, timeline, and</p>	<p>Minimum AQL: 90% of requests are completed in accordance with performance standards.</p> <p>Incentive AQL: 95% of requests are completed in accordance with performance standards.</p>	<p>The Government may exercise the next option period of performance for this CLIN (if funding for the task order is available).</p> <p>The contractor and contractor staff will receive certificates of appreciation for their performance on this task.</p>

	quality level were addressed ahead of accepting the task and any changes to these items during the course of executing the task were presented appropriately.		
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4.5 Prepare graphics products and web content management support.

The contractor shall be able shoot, create, and edit various two-dimensional graphics products, including motion products, to be used on internal and external web pages and in a broad spectrum of printed communication products, including photos, posters, infographics, brochures, reports, and factsheets. Produced works will be archived in accordance with GSA and NARA policies. The contractor shall also update GSA web content management systems with this and other material as appropriate. Work will be consistent with professional industry standards and adherent to GSA policy and guidelines. The contractor will have the authority to meet with internal subject matter experts to discuss project details. This task can be done virtually or at the location described in section 7.2. A rough estimate is for the creation 1-2 2D graphics products per week, the shooting of 1-2 events per week, and the creation or editing of 6-8 webpages each week.

Performance Indicator	Performance Standards	Acceptable Quality Level	Incentives
Delivery of graphics products in a timely way, with most graphics products taking 2-3 days and page updating usually taking 1-2 days to perform	<p>Task completed in accordance with time, scope, budget, and quality indicators assigned by local government supervisor.</p> <p>All work is in compliance with statutes, local policies, and style guides. Only minor modifications, if any, were made by supervisor.</p> <p>Questions about content scope, budget, timeline, and</p>	<p>Minimum AQL: 90% of requests are completed in accordance with performance standards.</p> <p>Incentive AQL: 95% of requests are completed in accordance with performance standards.</p>	<p>The Government may exercise the next option period of performance for this CLIN (if funding for the task order is available).</p> <p>The contractor and contractor staff will receive certificates of appreciation for their performance on this task.</p>

	quality level were addressed ahead of accepting the task and any changes to these items during the course of executing the task were presented appropriately.		
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4.6 Prepare video products.

The contractor shall be able to shoot and edit video imagery using professional-grade equipment, set up lighting, audio, and assorted equipment for tapings and live broadcasts, and create various motion-graphic products to be used in a broad spectrum of digital and printed communication products. The contractor shall be able to create motion graphics products. Produced works will be archived by the contractor in accordance with GSA and NARA policies. The contractor will have the authority to meet with clients to discuss project details and logistical matters. Due to the nature of the position in shooting video and photographs of government representatives, the contractor shall perform this task at the location described in section 7.2. A rough estimate is for the creation of 2-3 video packages per month.

Performance Indicator	Performance Standards	Acceptable Quality Level	Incentives
Delivery of video products in a timely way, with most video products taking 4-7 days to create.	<p>Task completed in accordance with time, scope, budget, and quality indicators.</p> <p>All work is in compliance with statutes, local policies, and style guides. Only minor modifications, if any, were made.</p> <p>Questions about content scope, budget, timeline, and quality level were addressed ahead of accepting the task and any changes to these items during the course of</p>	<p>Minimum AQL: 90% of requests are completed in accordance with performance standards.</p> <p>Incentive AQL: 95% of requests are completed in accordance with performance standards.</p>	<p>The Government may exercise the next option period of performance for this CLIN (if funding for the task order is available).</p> <p>The contractor and contractor staff will receive certificates of appreciation for their performance on this task.</p>

	executing the task were presented appropriately.		
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4.7 Surge support (OPTIONAL).

Based on the nature of the work, there may be a need for an increase in workload to meet mission requirements. The contractor shall be prepared to provide support for unanticipated surge support requirements for tasks 4.1, 4.2, and 4.3. Surge support for each of these CLINs will be estimated at 5% of the parent CLIN. The Government reserves the right to shift support between surge CLINs as needed to address needs of the program office.

Performance Indicator	Performance Standards	Acceptable Quality Level	Incentives
Delivery of surge support upon request	<p>Task completed in accordance with time, scope, budget, and quality indicators.</p> <p>All work is in compliance with statutes, local policies, and style guides. Only minor modifications, if any, were made.</p> <p>Questions about content scope, budget, timeline, and quality level were addressed ahead of accepting the task and any changes to these items during the course of executing the task were presented appropriately.</p>	<p>Minimum AQL: 90% of requests are completed in accordance with performance standards.</p> <p>Incentive AQL: 95% of requests are completed in accordance with performance standards.</p>	<p>The Government may exercise the next option period of performance for this CLIN (if funding for the task order is available).</p> <p>The contractor and contractor staff will receive certificates of appreciation for their performance on this task.</p>

4.8 Transition Plan (Optional)

The contractor shall submit transition plans that reflect the contractor's methods for entering and exiting the TO seamlessly without having significant impact on the overall project/initiative to mitigate time delays and/or budget overruns.

Phase-In Plan

The Phase-In Plan shall ensure minimum disruption to vital Government business and its associated business units. The contractor shall ensure there will be no service degradation during or after transition. The contractor shall present a Phase-In Plan to include onboarding of personnel and project ramp-up during the Kick-Off Meeting. The plan shall also describe how the contractor will assign, inventory, and maintain record of any Government-furnished equipment or information, and a timeline for contractor Support Personnel to complete and submit contractor Information Worksheets to begin the badging process. The final version of the plan is due to the PM and COR NLT than five (5) business days after the kick-off meeting.

Phase-Out Plan

The Phase-Out Plan shall facilitate a seamless transition from the incumbent to incoming contractor/Government personnel at the end of the TO. The contractor shall submit a Phase-Out Plan NLT ninety (90) days prior to the expiration of the TO. The contractor shall identify how it will coordinate with the incoming contractor and/or Government personnel to transfer knowledge regarding the following:

- Project Management Processes
- Points of Contact
- Location of Technical and Project Management Documentation
- Status of Ongoing [Technical and Operational] Initiatives
- Appropriate Contractor-to-Contractor or Contractor-to-Government Coordination (ensuring seamless transition)
- Transition of Key Personnel
- Identify Accomplished, Problematic, and Failed Schedules and Milestones
- Identify Actions Required of the Government,
- Establish and Maintain Effective Communication with the Incoming Contractor/Government Personnel (for the remaining period of the transition via weekly status meetings)

In addition, the plan shall describe how the contractor will return all Government-furnished equipment and information, a timeline for offloading documents and the submission of final weekly and monthly reports.

5.0 General Requirements

5.1 Inspection and Acceptance of Deliverables

The Government will inspect and accept deliverables in accordance with FAR 52.212-4(a).

6.0 Task Order Type

Task order type will be Firm-Fixed Price (FFP) for all services. An other direct cost (ODC) CLIN

will be made available to address any government-directed, work-related travel for this requirement.

7.0 Period and Place of Performance

7.1 Period of Performance

The Period of Performance will be one year from date of award with four (4) twelve-month option periods. The government reserves the right not to exercise any option period. Work to complete the tasks will commence on the effective date of award with approval by the customer program office and the government Contracting Officer.

7.2 Place of Performance

The Government anticipates the services to be performed at the following locations:

- GSA Region 1 Headquarters, located at O'Neill Federal Building, 10 Causeway Street, Boston, MA 20114 -- Tasks 4.1, 4.2, 4.3, 4.4 and possibly 4.7 (The Government estimates duties in these tasks to take roughly 40 hours per week)
- GSA Region 2 Headquarters, located at One World Trade Center, New York, NY 10048-0000 -- Tasks 4.1, 4.2, 4.3, 4.4 and possibly 4.7 (The Government estimates duties in these tasks to take roughly 40 hours per week)
- GSA Central Office, located at 1800 F St NW, Washington, DC 20405 - Tasks 4.5 and 4.6 (The Government estimates duties in these tasks to take roughly 40 hours per week)
- Virtually or at either GSA's Region 8 Headquarters, located at One Denver Federal Center, Building 41, Denver Federal Center, Lakewood, CO 80225-0546 or GSA's Region 10 Headquarters, located at 400 15th St., SW, Auburn, WA 98001 -Task 4.5 (The Government estimates duties in these tasks to take roughly 60 hours per week)

For all contract employees, the government will provide the necessary resources and equipment, including computer and phone equipment and software. For all contract employees working on-site, the government will provide the necessary workspace. Contractor personnel should be available during customer agency normal core operating hours, normally Monday through Friday, 09:00a.m. to 4:00p.m. local time, except federal holidays. Core hours may be adjusted with the approval of the government project management and Contracting Officer. It is expected from time to time it will be necessary for the Contractor to work outside these core hours to facilitate change deployments or respond to and resolve website functionality failures.

7.2.1 Federal Holidays

The Contractor is not required to provide service on the following U.S. Federal holidays:

- New Year's Day,
- Martin Luther King Day,
- Presidents' Day,
- Memorial Day
- Independence Day,
- Labor Day,

- Columbus Day,
- Veterans' Day,
- Thanksgiving Day,
- Christmas Day,

7.3 Place of Delivery

The Contractor shall deliver all work electronically as indicated by the government project manager.

7.4 Travel

The Contractor may be required to travel in performance of orders issued under this contract. Incurred travel expenses and per diem shall be reimbursed for actual, allowable costs in accordance with the provisions of the Government's Federal Travel Regulations, set forth at 41 C.F.R. §§ 300 – 301. Travel in performance of the task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.

GSA has virtual meeting tools which must be considered for use before travel will be approved. A need for actual travel must be justified and approved in advance of such travel. Long distance travel is defined as travel outside of a 50 mile radius. Only long-distance travel will be reimbursed; local travel within a 50-mile radius will not be reimbursed. The Contractor(s) shall be required to provide the COR with a list of travel locations at least five (5) business days in advance of the intended travel date when possible. The written request must include: purpose of the trip, names of the individuals traveling, timeframe for travel and breakdown of the estimated costs. All travel requires the preapproval of the COR and CO before the Contractor is authorized to travel.

8.0 Contractor Personnel

The Contractor shall provide personnel with the necessary skills and level of expertise required to support the tasks to be performed under the PWS.

8.1 Key Personnel

Proposed key personnel team must include positions with subject matter expertise ~~(minimum of 4 years experience in the industry)~~ in Communications Support (minimum of 2 years experience in the industry) and Graphic Design (minimum of 4 years experience in the industry, including specialized experience in video production). Additional, non-key personnel may be utilized as deemed necessary by the Contractor over the life of the contract depending on Task Order requirements.

The Key Personnel qualifications listed below are the minimum requirements for task order award. Failure to provide a quotation that offers key personnel with these qualifications will render the quotation unacceptable and ineligible for award.

8.1.1 Key Personnel Resumes

Contractor key personnel resumes must be approved by the Government's Contracting Officer and the COR to certify that the labor category requirements are met. Resumes, references, and submitted writing and multimedia product samples will be reviewed and approved before personnel can perform on this Task Order.

8.1.2 Substitution and Replacement of Key Personnel

The personnel listed above are considered essential to the work being performed under this acquisition.

8.1.2.1 Contractor Requested Replacement

Before removing or replacing any of the listed or specified personnel, the Contractor shall (1) notify the Government (the Contracting Officer and COR) reasonably in advance and (2) provide a detailed explanation of the circumstances necessitating the proposed substitution, a complete resume for the proposed substitute, and any other information requested by the Government necessary to approve or disapprove the proposed substitution. The Government will evaluate such requests and promptly notify the Contractor of approval or disapproval in writing. All proposed substitutions shall be determined by the Government to have qualifications and job status equivalent to the person being replaced. Discussions with the replacement may be required by the Government to further assess the qualifications of the candidate

No change in Key Personnel shall be made by the Contractor without the prior written consent of the Contracting Officer via contract modification. However, in urgent situations, as determined or agreed to by the Contracting Officer or COR, an oral request to substitute Contractor Key Personnel may be approved and subsequently ratified by the Contracting Officer in writing. Such ratification shall constitute the consent of the Contracting Officer required by this paragraph. The Contracting Officer will notify the Contractor within ten business days after receipt of all required information of the decision on the substitution(s).

All Key Personnel shall have a commitment letter signed by the Contractor's authorized representative and the Key Personnel, committing the Key Personnel to the Task Order for a duration of no less than one year.

8.1.2.2 Government Requested Replacement

The Government shall require the Contractor to replace immediately any individual (key or non-key) provided who fails to perform his/her duties adequately, is chronically absent, and conducts himself/herself in a manner that is inconsistent with contractor employment handbook policies and practices, or engages in practices that are disruptive to the working environment.

8.2 Non-Personal Services

This task order shall not be used to procure personal services. This is prohibited by Federal Acquisition Regulation (FAR) Part 37.104 titled "Personal services contract."

8.3 Supervision

The Contractor shall provide full time supervision to assure conformance with the contract requirements.

The Contract Project Manager/Project Supervisor is the individual with overall responsibility for personnel working under this task order, and is responsible for coordinating matters of mutual concern with government representatives.

Upon task order award, the Contractor shall furnish to the Government Point of Contact (POC), the name of the person(s) designated and assigned to this task order as the Project Manager or Project Supervisor.

GSA's contract administration and monitoring shall not be detailed or continual as to constitute supervision of the contractor personnel. Government personnel may not perform any supervisory functions for contractor personnel such as interviewing, appraising individual performance, scheduling leave, scheduling work, or direction on how to perform work.

The contract personnel assigned to render services shall at all times be employees of the Contractor and under the direction and control of the Contractor. Notwithstanding any other provisions of this task order, the Contractor shall at all times be responsible for the supervision of its employees in the performance of the services required. At no time shall the contractor personnel be employees of the United States Government.

9.0 Other Direct Costs (ODCs)

All ODCs shall be approved by the Government prior to the Contractor incurring those costs and invoicing for them. The total aggregate amount of Other Direct Costs will not exceed \$10,000.00 for any one given year the task order is available. The Government does not anticipate a need for ODCs for the firm-fixed price line items being offered.

In the event any agreed to ODC requirement is not available on the contractor schedule, and is considered an open market purchase the "Terms of Services" must be reviewed by the Contracting Officer and Legal to ensure federal friendly terms prior to delivery of any tool or software or code. The Contractor shall use to the maximum extent possible GSA's Multiple Award Schedule (MAS) contract program when acquiring other direct costs.

10.0 Government Furnished Equipment (GFE)

Contractor personnel will be provided with GSA-issued laptops. All Contractor personnel are required, while clearances are being processed, to be equipped with a working laptop that has the Microsoft Office Suite (Word, Excel and PowerPoint), Google apps (Gmail, Google Drive, and Google Docs), and an email account (corporate or free) for use while their clearances are

being processed. When working at the government office, the laptop will also need to be equipped with a wireless card and account. It is a requirement that these resources be available until their clearances are completed. The clearance process can range from two weeks to several months. Once clearances are completed, if access to the GSA network is required, a GSA-issued laptop will be provided. Only GSA-issued laptops may connect to the GSA networks. However, Contractor personnel may use corporate or personal laptops within the building to access the Internet via wireless capabilities.

The government shall furnish the following resources:

- A. Graphics Style Guide
- B. Editorial Style Guide
- C. Documented Process for coordinating and tracking requests
- D. Agency Standards for conforming to 508 compliance elements
- E. Applicable agency directives and policies
- F. Access to OSC content management systems
- G. Access to Google Analytics
- H. Access to Web Link Validator and any other quality assurance tools
- I. Video production equipment, including a camera, lighting and audio equipment, and appropriate editing software

The Contractor shall ensure that appropriate administrative, technical, and physical safeguards are established to ensure the security and confidentiality of information, data, and/or equipment is properly protected. The Contractor shall be responsible for properly protecting all information used, gathered, or developed as a result of work under the Task Order in accordance with Section 11 of the PWS.

11.0 Points of Contact

Contracting Officer (CO)

Name: Patricia Sylvester

Address: 1800 F. Street NW, Washington, D.C. 20405

Email: patricia.sylvester@gsa.gov

Phone Number: 202-260-6889

Contracting Officer's Representative (COR)

Name: Sarah Puleo

Address: 1800 F St. NW, Washington, DC 20405

Email: sarah.puleo@gsa.gov

Phone Number: 215-446-2876

Contracting Officer's Representative (COR) Alternate

Name: Sarah Bryant

Address: 1800 F St. NW, Washington, DC 20405

Email: sarah.bryant@gsa.gov
Phone Number: 202-821-8534

Program Manager
Name: Justin Ward
Address: 1800 F St. NW, Washington, DC 20405
Email: justin.ward@gsa.gov
Phone Number: 202-969-7354

12.0 Delivery/Acceptance

12.1 Government Review Period

The Government will require 5 - 7 business days to review deliverables.

12.2 Inspection And Acceptance

The COR for this task order is a government official who has been delegated specific technical, functional and oversight responsibilities for this task order.

12.3 Deliverable Inspection and Acceptance Criteria

Final inspection and acceptance of all work performed, reports and other deliverables will be performed at the place of delivery specified by the COR.

12.4 Deliverable General Acceptance Criteria

General quality measures, as set forth below, will be applied to each work product received from the contractor under this performance work statement.

- Accuracy - Work Products shall be accurate in presentation, technical content, and adherence to accepted elements of style.
- Clarity - Work Products shall be clear and concise. Any/All diagrams shall be easy to understand, relevant to the supporting narrative, and 508 compliant.
- Consistency to Requirements - All work products must satisfy the requirements of this statement of objectives.
- File Editing - All text shall be editable by the Government.
- Functionality - All deliverables must be provided as a package of files that are fully functional within the systems utilized by GSA.
- Timelines - Work Products shall be submitted on or before the due date specified in this statement of work or submitted in accordance with a later scheduled date determined by the Government.

DEL. #	MILESTONE/ DELIVERABLE	CLIN	DUE DATE
-----------	---------------------------	------	----------

	Project Start (PS)		At TOA
1	Kick-Off Meeting Agenda		NLT 3 workdays prior to Kick-Off Meeting
2	Kick-Off Meeting		Within 25 workdays of TOA
3	Quarterly Status Report		Quarterly 10 th calendar day of every third month)
4	Trip Report(s)		Within 10 workdays following completion of each trip
5	Updated Baseline Quality Control Plan		Due at Kick-Off Meeting
6	Final Baseline Quality Control Plan		10 workdays after receipt of Government comments
7	Quality Control Plan Updates		As changes in program processes are identified
8	Updated Transition-In Plan		Due at Kick-Off Meeting
9	Final Transition-In Plan		10 workdays after receipt of Government comments
10	Draft Transition-Out Plan		Within 2 weeks of contract modification exercising optional CLIN for Transition Plan
11	Final Transition-Out Plan		10 workdays after receipt of Government comments

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE 1 OF 7 PAGES		
2. AMENDMENT/MODIFICATION NUMBER PO0002		3. EFFECTIVE DATE 9/5/2019		4. REQUISITION/PURCHASE REQUISITION NUMBER GQZOS-18-0003		5. PROJECT NUMBER (If applicable)	
6. ISSUED BY OAS, Office of Internal Acquisition, Acquisition Services Division (H1AW) 1800 F ST NW Washington, DC 20405 USA		CODE H1AW		7. ADMINISTERED BY (If other than Item 6) OAS, Office of Internal Acquisition, Acquisition Services Division (H1AW) 1800 F ST NW Washington, DC 20405 USA		CODE H1AW	
8. NAME AND ADDRESS OF CONTRACTOR (Number, street, county, State and ZIP Code) SCHATZ PUBLISHING GROUP, LLC 11950 West Highland Ave Blackwell, OK 74631 DUNS: 838756963 Cage Code: 1J4G1				<input checked="" type="checkbox"/> 9A. AMENDMENT OF SOLICITATION NUMBER <input type="checkbox"/> 9B. DATED (SEE ITEM 11) <input checked="" type="checkbox"/> 10A. MODIFICATION OF CONTRACT/ORDER NUMBER 47HAA018F0360 <input type="checkbox"/> 10B. DATED (SEE ITEM 13) 8/30/2018			
CODE		FACILITY CODE					

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
Modification Obligation Amount: \$709,218.02

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NUMBER AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) FAR 52.217-9 Option to Extend the Term of the Contract

E. IMPORTANT: Contractor ☐ is not ☒ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)

Please see attached

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Sheree Lewis, Manager		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Anita Little, Contract Specialist	
15B. CONTRACTOR/OFFEROR Lewis.Sheree.D.ORC301 0025416.ID <small>Digitally signed by Lewis.Sheree.D.ORC3010025416.ID Date: 2019.08.23 13:07:29 -05'00'</small>	15C. DATE SIGNED 23 AUG 2019	16B. UNITED STATES OF AMERICA ANITA LITTLE <small>Digitally signed by ANITA LITTLE Date: 2019 08.26 14:41:46 -04'00'</small>	16C. DATE SIGNED 08/26/2019
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

Previous edition unusable

INSTRUCTIONS (*Back Page*):

Instructions for items other than those that are self-explanatory, are as follows:

- (a) Item 1 (Contract ID Code). Insert the contract type identification code that appears in the title block of the contract being modified.
- (b) Item 3 (Effective date).
- (1) For a solicitation amendment, change order, or administrative change, the effective date shall be the issue date of the amendment, change order, or administrative change.
- (2) For a supplemental agreement, the effective date shall be the date agreed to by the contracting parties.
- (3) For a modification issued as an initial or confirming notice of termination for the convenience of the Government, the effective date and the modification number of the confirming notice shall be the same as the effective date and modification number of the initial notice.
- (4) For a modification converting a termination for default to a termination for the convenience of the Government, the effective date shall be the same as the effective date of the termination for default.
- (5) For a modification confirming the contracting officer's determination of the amount due in settlement of a contract termination, the effective date shall be the same as the effective date of the initial decision.
- (c) Item 6 (Issued By). Insert the name and address of the issuing office. If applicable, insert the appropriate issuing office code in the code block.
- (d) Item 8 (Name and Address of Contractor). For modifications to a contract or order, enter the contractor's name, address, and code as shown in the original contract or order, unless changed by this or a previous modification.
- (e) Items 9, (Amendment of Solicitation Number - Dated), and 10, (Modification of Contract/Order Number - Dated). Check the appropriate box and in the corresponding blanks insert the number and date of the original solicitation, contract, or order.
- (f) Item 12 (Accounting and Appropriation Data). When appropriate, indicate the impact of the modification on each affected accounting classification by inserting one of the following entries:
- (1) Accounting classification _____
Net increase \$ _____
- (2) Accounting classification _____
Net decrease \$ _____
- NOTE: If there are changes to multiple accounting classifications that cannot be placed in block 12, insert an asterisk and the words "See continuation sheet".
- (g) Item 13. Check the appropriate box to indicate the type of modification. Insert in the corresponding blank the authority under which the modification is issued. Check whether or not contractor must sign this document. (See FAR 43.103.)
- (h) Item 14 (Description of Amendment/Modification).
- (1) Organize amendments or modifications under the appropriate Uniform Contract Format (UCF) section headings from the applicable solicitation or contract. The UCF table of contents, however, shall not be set forth in this document.
- (2) Indicate the impact of the modification on the overall total contract price by inserting one of the following entries:
- (i) Total contract price increased by \$ _____
- (ii) Total contract price decreased by \$ _____
- (iii) Total contract price unchanged.
- (3) State reason for modification.
- (4) When removing, reinstating, or adding funds, identify the contract items and accounting classifications.
- (5) When the SF 30 is used to reflect a determination by the contracting officer of the amount due in settlement of a contract terminated for the convenience of the Government, the entry in Item 14 of the modification may be limited to --
- (i) A reference to the letter determination; and
- (ii) A statement of the net amount determined to be due in settlement of the contract.
- (6) Include subject matter or short title of solicitation/contract where feasible.
- (i) Item 16B. The contracting officer's signature is not required on solicitation amendments. The contracting officer's signature is normally affixed last on supplemental agreements.

Description of Amendment/Modification

Communication Support Services - The purpose of this modification is to exercise Option Year ONE (1) for the period September 5, 2019 through September 4, 2020.

Option 1 funded/ obligated value total is \$709,218.02 and funds CLINs 1001 - 1006 and 1009.

All other terms remain unchanged.

Award Detail Changes

Changed Completion Date from 9/4/2019 to 9/4/2020

PR Associations

Associated PR GQZOS-18-0003-M0009

Funding Changes

Changed Award Obligated Value from \$702,283.90 to \$1,411,501.92

Changed 1001 and GD-47HAA018F0360.2019.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0004..... Amount Obligated from \$0.00 to \$80,775.87

Changed 1002 and GD-47HAA018F0360.2019.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0004..... Amount Obligated from \$0.00 to \$80,775.87

Changed 1003 and GD-47HAA018F0360.2019.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0007..... Amount Obligated from \$0.00 to \$80,775.87

Changed 1004 and GD-47HAA018F0360.2019.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0007..... Amount Obligated from \$0.00 to \$80,775.87

Changed 1005 and GD-47HAA018F0360.2019.262X.00.S00ZCR40.CST1.CSO40.H02.WZ0010..... Amount Obligated from \$0.00 to \$226,145.27

Changed 1006 and GD-47HAA018F0360.2019.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0022..... Amount Obligated from \$0.00 to \$112,476.95

Changed 1006 and GD-47HAA018F0360.2019.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0004..... Amount Obligated from \$0.00 to \$37,492.32

Changed 1009 and GD-47HAA018F0360.2019.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0004..... Amount Obligated from \$0.00 to \$10,000.00

Address Changes

Changed Issued By from (Blank) to H1AW

SF30 List of Accounting Strings

Accounting String	Amount Obligated
GD-47HAA018F0360.2019.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0022.....	\$112,476.95
GD-47HAA018F0360.2018.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0004.....	\$291,200.00
GD-47HAA018F0360.2018.262X.00.S00ZCR40.CST1.CSO40.H02.WZ0010.....	\$262,417.90
GD-47HAA018F0360.2018.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0022.....	\$138,666.00
GD-47HAA018F0360.2019.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0004.....	\$219,044.06
GD-47HAA018F0360.2019.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0007.....	\$161,551.74
GD-47HAA018F0360.2019.262X.00.S00ZCR40.CST1.CSO40.H02.WZ0010.....	\$226,145.27

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ITEM NO., FORM OR STOCK NUMBER	DESCRIPTION OF ARTICLES OR SERVICES	QUAN-TITY	UNIT OF ISSUE	UNIT PRICE	AMOUNT	
1001	SOO Task 4.1 Option Period 1 (FFP- Mandatory) Create communication products for both internal and external audiences. GD-47HAA018F0360.2019.262X.00 S00ZCR10.CST1.CSO40.H02.WZ0004... Obligated: \$80,775.87 PoP: 09/05/2019 - 09/04/2020	1	EA	\$80,775.87	\$80,775.87	
1002	SOO Task 4.2 Option Period 1 (FFP- Mandatory) Create web content management support for the GSA public website and intranet site. GD-47HAA018F0360.2019.262X.00 S00ZCR10.CST1.CSO40.H02.WZ0004... Obligated: \$80,775.87 PoP: 09/05/2019 - 09/04/2020	1	EA	\$80,775.87	\$80,775.87	
1003	SOO Task 4.3 Option Period 1 (FFP-Mandatory) Research, execute, and evaluate communication plans for projects, programs, and initiatives. GD-47HAA018F0360.2019.262X.00 S00ZCR10.CST1.CSO40.H02.WZ0007...	1	EA	\$80,775.87	\$80,775.87	

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ITEM NO., FORM OR STOCK NUMBER	DESCRIPTION OF ARTICLES OR SERVICES	QUAN-TITY	UNIT OF ISSUE	UNIT PRICE	AMOUNT	
1004	<p>Obligated: \$80,775.87</p> <p>PoP: 09/05/2019 - 09/04/2020</p> <p>SOO Task 4.4 Option Period 1 (FFP-Mandatory)</p> <p>Utilize social media as a communication method.</p> <p>GD-47HAA018F0360.2019.262X.00</p> <p>S00ZCR10.CST1.CSO40.H02.WZ0007...</p> <p>.....</p> <p>Obligated: \$80,775.87</p> <p>PoP: 09/05/2019 - 09/04/2020</p>	1	EA	\$80,775.87	\$80,775.87	
1005	<p>SOO Task 4.5 Option Period 1 (FFP - Mandatory)</p> <p>Prepare graphics products.</p> <p>GD-47HAA018F0360.2019.262X.00</p> <p>S00ZCR40.CST1.CSO40.H02.WZ0010...</p> <p>.....</p> <p>Obligated: \$226,145.27</p> <p>PoP: 09/05/2019 - 09/04/2020</p>	1	EA	\$226,145.27	\$226,145.27	
1006	<p>SOO Task 4.6 Option Period 1 (FFP - Mandatory)</p> <p>Prepare video products.</p> <p>GD-47HAA018F0360.2019.262X.00</p> <p>S00ZOV00.CST1.CSO40.H02.WZ0022...</p> <p>.....</p> <p>Obligated: \$112,476.95</p> <p>GD-47HAA018F0360.2019.262X.00</p>	1	EA	\$149,969.27	\$149,969.27	

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ITEM NO., FORM OR STOCK NUMBER	DESCRIPTION OF ARTICLES OR SERVICES	QUAN-TITY	UNIT OF ISSUE	UNIT PRICE	AMOUNT	
1009	S00ZCR10.CST1.CSO40.H02.WZ0004... Obligated: \$37,492.32 PoP: 09/05/2019 - 09/04/2020	1	EA	\$10,000.00	\$10,000.00	
	Other Direct Costs (Travel) NTE \$10,000/year Other Direct Costs (Travel) NTE \$10,000/year Option Period 1 GD-47HAA018F0360.2019.262X.00 S00ZCR10.CST1.CSO40.H02.WZ0004... Obligated: \$10,000.00 PoP: 09/05/2019 - 09/04/2020					

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Section	Description	Page Number
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Section B	Schedule	4
Section C	Clauses	17
Section I	Contract Clauses	35
Section J - Appendix	List of Attachments	61

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NUMBER GQZOS-18-0003		PAGE 1 OF 3	
2. CONTRACT NO. GS-23F-0137R		3. AWARD/EFFECTIVE DATE 9/5/2018		4. ORDER NUMBER 47HAA018F0360		5. SOLICITATION NUMBER 47HAA018Q0294	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME Patricia Sylvester		b. TELEPHONE NUMBER (No collect calls) 202-494-2300		6. SOLICITATION ISSUE DATE 7/13/2018	
9. ISSUED BY OAS, Office of Internal Acquisition, Acquisition Mgmt and Policy Division 1800 F ST NW Washington, DC 20405 USA				10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED OR <input checked="" type="checkbox"/> SET ASIDE: 100 % FOR: <input checked="" type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> EDWOSB <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> 8 (A) NAICS: 541611 SIZE STANDARD:			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING	
15. DELIVER TO OSC, Strategy & Resource Mgmt Prog Mgmt Office 1800 F ST NW Washington, DC 20405 USA				16. ADMINISTERED BY OAS, Office of Internal Acquisition, Acquisition Mgmt and Policy Division 1800 F ST NW Washington, DC 20405 USA		14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP	
17a. CONTRACTOR/ OFFEROR SCHATZ PUBLISHING GROUP, LLC 11950 West Highland Ave Blackwell, OK 74631-6511 CAGE Code: 1J4G1		18a. PAYMENT WILL BE MADE BY USDA-OCFO Financial Information & Operations Division Kansas City, MO 64141		17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM	
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY		22. UNIT	
						23. UNIT PRICE	
						24. AMOUNT	
		See below for additional information					
		(Use Reverse and/or Attach Additional Sheets as Necessary)					
25. ACCOUNTING AND APPROPRIATION DATA Please see attached				26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$692,283.90			
<input checked="" type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52 212-1, 52 212-4. FAR 52.212-3 AND 52 212-5 ARE ATTACHED. ADDENDA				<input type="checkbox"/> ARE <input checked="" type="checkbox"/> ARE NOT ATTACHED			
<input checked="" type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52 212-4. FAR 52.212-5 IS ATTACHED. ADDENDA				<input type="checkbox"/> ARE <input checked="" type="checkbox"/> ARE NOT ATTACHED			
<input checked="" type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED				<input checked="" type="checkbox"/> 29. AWARD OF CONTRACT: REF. Schatz Publishing OFFER DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: Technical (7/30/18)			
30a. SIGNATURE OF OFFEROR/CONTRACTOR 		31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) PATRICIA SYLVESTER Digitally signed by PATRICIA SYLVESTER Date: 2018.08.30 11:06:09 -0400		30b. NAME AND TITLE OF SIGNER (Type or print) Sheree Lewis, Manager		31c. DATE SIGNED 8/30/2018	
		30c. DATE SIGNED 8/30/18		30d. NAME OF CONTRACTING OFFICER (Type or print) Patricia Sylvester			

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED☐ INSPECTED☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____32b. SIGNATURE OF AUTHORIZED GOVERNMENT
REPRESENTATIVE

32c. DATE

32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT
REPRESENTATIVE

32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER

34. VOUCHER NUMBER

35. AMOUNT VERIFIED
CORRECT FOR

36. PAYMENT

37. CHECK NUMBER

☐ PARTIAL ☐ FINAL☐ COMPLETE ☐ PARTIAL ☐ FINAL

38. S/R ACCOUNT NO.

39. S/R VOUCHER NUMBER

40. PAID BY

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT

41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER

41c. DATE

42a. RECEIVED BY (*Print*)42b. RECEIVED AT (*Location*)42c. DATE REC'D (*YY/MM/DD*)

42d. TOTAL CONTAINERS

SF1449 List of Accounting Strings

Accounting String	Amount Obligated
GD-47HAA018F0360.2018.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0004.....	\$291,200.00
GD-47HAA018F0360.2018.262X.00.S00ZCR40.CST1.CSO40.H02.WZ0010.....	\$262,417.90
GD-47HAA018F0360.2018.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0022.....	\$138,666.00

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ITEM NO., FORM OR STOCK NUMBER	DESCRIPTION OF ARTICLES OR SERVICES	QUAN-TITY	UNIT OF ISSUE	UNIT PRICE	AMOUNT	
0001	SOO Task 4.1 Base Period (FFP-Mandatory) Create communication products for both internal and external audiences. GD-47HAA018F0360.2018.262X.00 S00ZCR10.CST1.CSO40.H02.WZ0004... Obligated: \$79,978.45 PoP: 09/05/2018 - 09/04/2019	1	EA	\$79,978.45	\$79,978.45	
0002	SOO Task 4.2 Base Period (FFP-Mandatory) Create web content management support for the GSA public website and intranet site. GD-47HAA018F0360.2018.262X.00 S00ZCR40.CST1.CSO40.H02.WZ0010... Obligated: \$79,978.45 PoP: 09/05/2018 - 09/04/2019	1	EA	\$79,978.45	\$79,978.45	
0003	SOO Task 4.3 Base Period (FFP-Mandatory) Research, execute, and evaluate communication plans for projects, programs, and initiatives. GD-47HAA018F0360.2018.262X.00 S00ZCR10.CST1.CSO40.H02.WZ0004...	1	EA	\$79,978.45	\$79,978.45	

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ITEM NO., FORM OR STOCK NUMBER	DESCRIPTION OF ARTICLES OR SERVICES	QUAN-TITY	UNIT OF ISSUE	UNIT PRICE	AMOUNT	
0004	<p>Obligated: \$79,978.45</p> <p>PoP: 09/05/2018 - 09/04/2019</p> <p>SOO Task 4.4 Base Period (FFP-Mandatory)</p> <p>Utilize social media as a communication method.</p> <p>GD-47HAA018F0360.2018.262X.00</p> <p>S00ZCR40.CST1.CSO40.H02.WZ0010...</p> <p>.....</p> <p>Obligated: \$79,978.45</p> <p>PoP: 09/05/2018 - 09/04/2019</p>	1	EA	\$79,978.45	\$79,978.45	
0005	<p>SOO Task 4.5 Base Period (FFP - Mandatory)</p> <p>Prepare graphics products.</p> <p>GD-47HAA018F0360.2018.262X.00</p> <p>S00ZCR40.CST1.CSO40.H02.WZ0010...</p> <p>.....</p> <p>Obligated: \$102,461.00</p> <p>GD-47HAA018F0360.2018.262X.00</p> <p>S00ZCR10.CST1.CSO40.H02.WZ0004...</p> <p>.....</p> <p>Obligated: \$121,432.85</p> <p>PoP: 09/05/2018 - 09/04/2019</p>	1	EA	\$223,893.85	\$223,893.85	
0006	<p>SOO Task 4.6 Base Period (FFP - Mandatory)</p> <p>Prepare video products.</p> <p>GD-47HAA018F0360.2018.262X.00</p>	1	EA	\$148,476.25	\$148,476.25	

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ITEM NO., FORM OR STOCK NUMBER	DESCRIPTION OF ARTICLES OR SERVICES	QUAN-TITY	UNIT OF ISSUE	UNIT PRICE	AMOUNT	
	S00ZOV00.CST1.CSO40.H02.WZ0022... Obligated: \$138,666.00 GD-47HAA018F0360.2018.262X.00 S00ZCR10.CST1.CSO40.H02.WZ0004... Obligated: \$9,810.25 PoP: 09/05/2018 - 09/04/2019					
0007	SOO Task 4.7 Surge support for Tasks 4.1 - 4.3 Base Period (OPTIONAL) Surge support for Tasks 4.1 - 4.3 PoP: 09/05/2018 - 09/04/2019				\$11,996.76	
0007A	SOO Task 4.7 Surge Support for Task 4.1 Base Period (Optional - FFP) Surge support for Task 4.1 Base Period PoP: 09/05/2018 - 09/04/2019	1	EA	\$3,998.92	\$3,998.92	
0007B	SOO Task 4.7 Surge support for Task 4.2 Base Period (Optional - FFP) Surge support for Task 4.2 Base Period PoP: 09/05/2018 - 09/04/2019	1	EA	\$3,998.92	\$3,998.92	
0007C	SOO Task 4.7 Surge support for Task 4.3 Base Period (Optional - FFP)	1	EA	\$3,998.92	\$3,998.92	

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ITEM NO., FORM OR STOCK NUMBER	DESCRIPTION OF ARTICLES OR SERVICES	QUAN-TITY	UNIT OF ISSUE	UNIT PRICE	AMOUNT	
	Surge support for Task 4.3 Base Period PoP: 09/05/2018 - 09/04/2019					
0008	SOO Task 4.8 Transition Phase Out Activities (FFP - Optional) Transition Phase Out Activities PoP: 09/05/2022 - 09/04/2023	1	EA	(b) (4)	(b) (4)	
0009	Other Direct Costs (Travel) NTE (b) (4) /year Other Direct Costs (Travel) NTE (b) (4) /year Base Period PoP: 09/05/2018 - 09/04/2019	1	EA	(b) (4)	(b) (4)	
1001	SOO Task 4.1 Option Period 1 (FFP- Mandatory) Create communication products for both internal and external audiences. PoP: 09/05/2019 - 09/04/2020	1	EA	(b) (4)	(b) (4)	
1002	SOO Task 4.2 Option Period 1 (FFP- Mandatory) Create web content management support for the GSA public website and intranet site. PoP: 09/05/2019 - 09/04/2020	1	EA	(b) (4)	(b) (4)	
1003	SOO Task 4.3 Option Period 1 (FFP-Mandatory) Research, execute, and evaluate communication plans for projects, programs, and	1	EA	(b) (4)	(b) (4)	

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	initiatives. PoP: 09/05/2019 - 09/04/2020					
1004	SOO Task 4.4 Option Period 1 (FFP-Mandatory) Utilize social media as a communication method. PoP: 09/05/2019 - 09/04/2020	1	EA	(b) (4)	(b) (4)	
1005	SOO Task 4.5 Option Period 1 (FFP - Mandatory) Prepare graphics products. PoP: 09/05/2019 - 09/04/2020	1	EA	(b) (4)	(b) (4)	
1006	SOO Task 4.6 Option Period 1 (FFP - Mandatory) Prepare video products. PoP: 09/05/2019 - 09/04/2020	1	EA	(b) (4)	(b) (4)	
1007	SOO Task 4.7 Surge support for Tasks 4.1 - 4.3 Option Period 1 (OPTIONAL) Surge support for Tasks 4.1 - 4.3 PoP: 09/05/2019 - 09/04/2020				(b) (4)	
1007A	SOO Task 4.7 Surge Support for Task 4.1 Option Period 1 (Optional - FFP) Surge support for Task 4.1 Option Period 1 PoP: 09/05/2019 - 09/04/2020	1	EA	(b) (4)	(b) (4)	
1007B	SOO Task 4.7 Surge support for Task 4.2 Option Period 1	1	EA	(b) (4)	(b) (4)	

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	(Optional - FFP) Surge support for Task 4.2 Option Period 1 PoP: 09/05/2019 - 09/04/2020					
1007C	SOO Task 4.7 Surge support for Task 4.3 Option Period 1 (Optional - FFP) Surge support for Task 4.3 Option Period 1 PoP: 09/05/2019 - 09/04/2020	1	EA	(b) (4)	(b) (4)	
1008	SOO Task 4.8 Transition Phase Out Activities Option Period 1 (FFP - Optional) Transition Phase Out Activities PoP: 09/05/2019 - 09/04/2020	1	EA	(b) (4)	(b) (4)	
1009	Other Direct Costs (Travel) NTE (b) (4) /year Other Direct Costs (Travel) NTE (b) (4) /year Option Period 1 PoP: 09/05/2019 - 09/04/2020	1	EA	(b) (4)	(b) (4)	
2001	SOO Task 4.1 Option Period 2 (FFP- Mandatory) Create communication products for both internal and external audiences. PoP: 09/05/2020 - 09/04/2021	1	EA	(b) (4)	(b) (4)	
2002	SOO Task 4.2 Option Period 2 (FFP- Mandatory) Create web content management	1	EA	(b) (4)	(b) (4)	

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	support for the GSA public website and intranet site. PoP: 09/05/2020 - 09/04/2021					
2003	SOO Task 4.3 Option Period 2 (FFP-Mandatory) Research, execute, and evaluate communication plans for projects, programs, and initiatives. PoP: 09/05/2020 - 09/04/2021	1	EA	(b) (4)	(b) (4)	
2004	SOO Task 4.4 Option Period 2 (FFP-Mandatory) Utilize social media as a communication method. PoP: 09/05/2020 - 09/04/2021	1	EA	(b) (4)	(b) (4)	
2005	SOO Task 4.5 Option Period 2 (FFP - Mandatory) Prepare graphics products. PoP: 09/05/2020 - 09/04/2021	1	EA	(b) (4)	(b) (4)	
2006	SOO Task 4.6 Option Period 2 (FFP - Mandatory) Prepare video products. PoP: 09/05/2020 - 09/04/2021	1	EA	(b) (4)	(b) (4)	
2007	SOO Task 4.7 Surge support for Tasks 4.1 - 4.3 Option Period 2 (OPTIONAL) Surge support for Tasks 4.1 - 4.3 PoP: 09/05/2020 - 09/04/2021				(b) (4)	
2007A		1	EA	(b) (4)	(b) (4)	

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2007B	SOO Task 4.7 Surge Support for Task 4.1 Option Period 2 (Optional - FFP) Task 4.1 Surge support PoP: 09/05/2020 - 09/04/2021	1	EA	(b) (4)	(b) (4)	
2007C	SOO Task 4.7 Surge support for Task 4.2 Option Period 2 (Optional - FFP) Surge support for Task 4.2 Option Period 2 PoP: 09/05/2020 - 09/04/2021	1	EA	(b) (4)	(b) (4)	
2008	SOO Task 4.8 Transition Phase Out Activities Option Period 2 (FFP - Optional) Transition Phase Out Activities PoP: 09/05/2020 - 09/04/2021	1	EA	(b) (4)	(b) (4)	
2009	Other Direct Costs (Travel) NTE (b) (4) /year Other Direct Costs (Travel) NTE (b) (4) /year Option Period 2 PoP: 09/05/2020 - 09/04/2021	1	EA	(b) (4)	(b) (4)	
3001	SOO Task 4.1 Option Period 3 (FFP- Mandatory)	1	EA	(b) (4)	(b) (4)	

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	Create communication products for both internal and external audiences. PoP: 09/05/2021 - 09/04/2022					
3002	SOO Task 4.2 Option Period 3 (FFP- Mandatory) Create web content management support for the GSA public website and intranet site. PoP: 09/05/2021 - 09/04/2022	1	EA	(b) (4)	(b) (4)	
3003	SOO Task 4.3 Option Period 3 (FFP-Mandatory) Research, execute, and evaluate communication plans for projects, programs, and initiatives. PoP: 09/05/2021 - 09/04/2022	1	EA	(b) (4)	(b) (4)	
3004	SOO Task 4.4 Option Period 3 (FFP-Mandatory) Utilize social media as a communication method. PoP: 09/05/2021 - 09/04/2022	1	EA	(b) (4)	(b) (4)	
3005	SOO Task 4.5 Option Period 3 (FFP - Mandatory) Prepare graphics products. PoP: 09/05/2021 - 09/04/2022	1	EA	(b) (4)	(b) (4)	
3006	SOO Task 4.6 Option Period 3 (FFP - Mandatory) Prepare video products.	1	EA	(b) (4)	(b) (4)	

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ITEM NO., FORM OR STOCK NUMBER	DESCRIPTION OF ARTICLES OR SERVICES	QUAN- TITY	UNIT OF ISSUE	UNIT PRICE	AMOUNT	
3007	PoP: 09/05/2021 - 09/04/2022 SOO Task 4.7 Surge support for Tasks 4.1 - 4.3 Option Period 3 (OPTIONAL) Surge support for Tasks 4.1 - 4.3 PoP: 09/05/2021 - 09/04/2022				(b) (4)	
3007A	SOO Task 4.7 Surge Support for Task 4.1 Option Period 3 (Optional - FFP) Surge support for Task 4.1 Option Period 3 PoP: 09/05/2021 - 09/04/2022	1	EA	(b) (4)	(b) (4)	
3007B	SOO Task 4.7 Surge support for Task 4.2 Option Period 3 (Optional - FFP) Surge support for Task 4.2 Option Period 3 PoP: 09/05/2021 - 09/04/2022	1	EA	(b) (4)	(b) (4)	
3007C	SOO Task 4.7 Surge support for Task 4.3 Option Period 3 (Optional - FFP) Surge support for Task 4.3 Option Period 3 PoP: 09/05/2021 - 09/04/2022	1	EA	(b) (4)	(b) (4)	
3008	SOO Task 4.8 Transition Phase Out Activities Option Period 3 (FFP - Optional) Transition Phase Out Activities PoP: 09/05/2021 - 09/04/2022	1	EA	(b) (4)	(b) (4)	

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ITEM NO., FORM OR STOCK NUMBER	DESCRIPTION OF ARTICLES OR SERVICES	QUAN-TITY	UNIT OF ISSUE	UNIT PRICE	AMOUNT	
3009	Other Direct Costs (Travel) NTE (b) (4) /year Other Direct Costs (Travel) NTE (b) (4) /year Option Period 3 PoP: 09/05/2021 - 09/04/2022	1	EA	(b) (4)	(b) (4)	
4001	SOO Task 4.1 Option Period 4 (FFP- Mandatory) Create communication products for both internal and external audiences. PoP: 09/05/2022 - 09/04/2023	1	EA	(b) (4)	(b) (4)	
4002	SOO Task 4.2 Option Period 4 (FFP- Mandatory) Create web content management support for the GSA public website and intranet site. PoP: 09/05/2022 - 09/04/2023	1	EA	(b) (4)	(b) (4)	
4003	SOO Task 4.3 Option Period 4 (FFP-Mandatory) Research, execute, and evaluate communication plans for projects, programs, and initiatives. PoP: 09/05/2022 - 09/04/2023	1	EA	(b) (4)	(b) (4)	
4004	SOO Task 4.4 Option Period 4 (FFP-Mandatory) Utilize social media as a communication method. PoP: 09/05/2022 - 09/04/2023	1	EA	(b) (4)	(b) (4)	

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ITEM NO., FORM OR STOCK NUMBER	DESCRIPTION OF ARTICLES OR SERVICES	QUAN- TITY	UNIT OF ISSUE	UNIT PRICE	AMOUNT	
4005	SOO Task 4.5 Option Period 4 (FFP - Mandatory) Prepare graphics products. PoP: 09/05/2022 - 09/04/2023	1	EA	(b) (4)	(b) (4)	
4006	SOO Task 4.6 Option Period 4 (FFP - Mandatory) Prepare video products. PoP: 09/05/2022 - 09/04/2023	1	EA	(b) (4)	(b) (4)	
4007	SOO Task 4.7 Surge support for Tasks 4.1 - 4.3 Option Period 4 (OPTIONAL) Surge support for Tasks 4.1 - 4.3 PoP: 09/05/2022 - 09/04/2023				(b) (4)	
4007A	SOO Task 4.7 Surge Support for Task 4.1 Option Period 4 (Optional - FFP) Surge support for Task 4.1 Option Period 4 PoP: 09/05/2022 - 09/04/2023	1	EA	(b) (4)	(b) (4)	
4007B	SOO Task 4.7 Surge support for Task 4.2 Option Period 4 (Optional - FFP) Surge support for Task 4.2 Option Period 4 PoP: 09/05/2022 - 09/04/2023	1	EA	(b) (4)	(b) (4)	
4007C	SOO Task 4.7 Surge support for Task 4.3 Option Period 4 (Optional - FFP)	1	EA	(b) (4)	(b) (4)	

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ITEM NO., FORM OR STOCK NUMBER	DESCRIPTION OF ARTICLES OR SERVICES	QUAN-TITY	UNIT OF ISSUE	UNIT PRICE	AMOUNT	
4008	Surge support for Task 4.3 Option Period 4 PoP: 09/05/2022 - 09/04/2023	1	EA	(b) (4)	(b) (4)	
	SOO Task 4.8 Transition Phase Out Activities Option Period 4 (FFP - Optional) Transition Phase Out Activities PoP: 09/05/2022 - 09/04/2023					
4009	Other Direct Costs (Travel) NTE (b) (4) /year	1	EA	(b) (4)	(b) (4)	
	Other Direct Costs (Travel) NTE (b) (4) /year Option Period 4 PoP: 09/05/2022 - 09/04/2023					

General Services Administration (GSA)
Office of Strategic Communication

Performance Work Statement (PWS)

Nationwide Communication Support
Services

Amendment 01: July 24, 2018

Version 1.0

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1.0 Background

GSA's Office of Strategic Communication (OSC) is responsible for ensuring Central Office and the agency's regions can adequately provide strategic communication services to its clients. GSA is in need of communication expertise to provide professional and effective communication material to internal organizations and external customers such as federal employees, vendors, and the general public.

2.0 Objectives

The key objective of this procurement is to obtain professional support services to assist GSA in performing its communication function. Competencies required include: Strong writing/editing skills, communication planning and coordinating, project management, web content management experience. Additionally, graphic design and video production and editing skills, including photography and video shooting and editing, digital image manipulation, and the design of reports, fact sheets, brochures, etc will be required.

3.0 Scope

GSA is looking for communication services to serve the needs of the entire organization. Specifically, we are looking for communication services to support GSA Region 1, communication services to support Region 2, and graphic artist and videography services, specializing in video production/editing, to support GSA's Central Office in Washington, D.C., and GSA Region 1, and graphic artist and web content management support services for GSA Regions 7, 8, 9, and 10.

4.0 Tasks/Performance Indicators

Tasks of this PWS include the following:

4.1 Create communication products for both internal and external audiences.

The contractor shall provide articles, speeches, talking points, presentations, photographs, and other basic communication products related to GSA's business outcomes as required. The format for these items should be discussed and coordinated with the government representative. Work will be consistent with professional industry standards and adherent to GSA policy and guidelines, under the supervision of a government official responsible for approving content. Due to the nature of the position in taking photographs of and providing speeches, talking points, and presentations to government representatives, the contractor shall perform this task at the location described in section 7.2. A rough estimate is for the creation of 4-6 of these products each week.

Performance Indicator	Performance Standards	Acceptable Quality Level	Incentives
Delivery of assigned	Tasks completed in	Minimum AQL: 90%	The Government may

products in a timely way. Time requirements will vary with product requested.	<p>accordance with time, scope, budget, and quality indicators.</p> <p>All work is in compliance with statutes, local policies, and style guides. Only minor modifications, if any, were made</p> <p>Questions about content scope, budget, timeline, and quality level were addressed ahead of accepting the task and any changes to these items during the course of executing the task were presented appropriately.</p>	<p>of requests are completed in accordance with performance standards.</p> <p>Incentive AQL: 95% of requests are completed in accordance with performance standards.</p>	<p>exercise the next option period of performance for this CLIN (if funding for the task order is available).</p> <p>The contractor and contractor staff will receive certificates of appreciation for their performance on this task.</p>
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4.2 Provide web content management support for the GSA public website and intranet site.

The contractor shall provide web content management support for the GSA public website and intranet site and should be familiar with the use of content management systems. The contractor shall provide basic edits to the content of webpages and should understand basic web management practices. Work will be consistent with professional industry standards and adherent to GSA policy and guidelines, under the supervision of a government official responsible for approving content. Due to the inter-related work of this task with the task described in 4.1, the government requests this task be performed perform at the location described in section 7.2. A rough estimate is for the creation or editing of 10-12 pages each week.

Performance Indicator	Performance Standards	Acceptable Quality Level	Incentives
Delivery of assigned products in a timely way, with page creation usually taking 2-3 days and page updating usually taking 1-2	<p>Tasks completed in accordance with time, scope, budget, and quality indicators.</p> <p>All work is in compliance with</p>	Minimum AQL: 90% of requests are completed in accordance with performance standards.	The Government may exercise the next option period of performance for this CLIN (if funding for the task order is available).

days to perform.	<p>statutes, local policies, and style guides. Only minor modifications, if any, were made.</p> <p>Questions about content scope, budget, timeline, and quality level were addressed ahead of accepting the task and any changes to these items during the course of executing the task were presented appropriately.</p>	Incentive AQL: 95% of requests are completed in accordance with performance standards.	The contractor and contractor staff will receive certificates of appreciation for their performance on this task.
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4.3 Research, execute, and evaluate communication plans for projects, programs, and initiatives.

The contractor shall have the knowledge and ability to conduct basic internet research to gauge current audience awareness and/or behaviors. The contractor shall have the knowledge and ability to execute communication plans based on the needs of the government to influence audience awareness and/or behaviors, including creating and adjusting messaging for communication products based on research gathered and analyzed. The contractor shall collect and analyze metrics for assessment of communication initiatives using Excel spreadsheets and other tools. Due to the inter-related work of this task with the task described in 4.1, the government requests this task be performed at the location described in section 7.2. A rough estimate is for the contractor to research or evaluate 0-2 communication plans each week.

Performance Indicator	Performance Standards	Acceptable Quality Level	Incentives
Communication research summaries and evaluation metrics provided in a timely way, usually taking 2-3 days to perform.	<p>Task completed in accordance with time, scope, budget, and quality indicators.</p> <p>All work is in compliance with statutes, local policies, and style guides. Only minor</p>	<p>Minimum AQL: 90% of requests are completed in accordance with performance standards.</p> <p>Incentive AQL: 95% of requests are completed in</p>	The Government may exercise the next option period of performance for this CLIN (if funding for the task order is available).

	<p>modifications, if any, were made.</p> <p>Questions about content scope, budget, timeline, and quality level were addressed ahead of accepting the task and any changes to these items during the course of executing the task were presented appropriately.</p>	<p>accordance with performance standards.</p>	<p>The contractor and contractor staff will receive certificates of appreciation for their performance on this task.</p>
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4.4 Utilize social media as a communication method.

The contractor shall provide quality and timely communication content including human interest stories and other success stories, supported by photographs and graphics for social media reporting and other presentations. The contractor shall support the daily management of social media content and engagement, as directed by OSC, clearing messaging and responses through regional federal government officials. The contractor shall provide monthly analytical reports on social media activity and interactivity. Due to the inter-related work of this task with the task described in 4.1, the government requests this task be performed at the location described in section 7.2. A rough estimate is for the creation 1-2 stories per week, the posting of 2-3 posts per week, and the running of analytics once per month.

Performance Indicator	Performance Standards	Acceptable Quality Level	Incentives
Monthly analytical reports and the timely completion of content requests, with most stories taking roughly 2-4 days to complete.	<p>Task completed in accordance with time, scope, budget, and quality indicators.</p> <p>All work is in compliance with statutes, local policies, and style guides. Only minor modifications, if any, were made.</p> <p>Questions about content scope, budget, timeline, and</p>	<p>Minimum AQL: 90% of requests are completed in accordance with performance standards.</p> <p>Incentive AQL: 95% of requests are completed in accordance with performance standards.</p>	<p>The Government may exercise the next option period of performance for this CLIN (if funding for the task order is available).</p> <p>The contractor and contractor staff will receive certificates of appreciation for their performance on this task.</p>

	quality level were addressed ahead of accepting the task and any changes to these items during the course of executing the task were presented appropriately.		
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4.5 Prepare graphics products and web content management support.

The contractor shall be able shoot, create, and edit various two-dimensional graphics products, including motion products, to be used on internal and external web pages and in a broad spectrum of printed communication products, including photos, posters, infographics, brochures, reports, and factsheets. Produced works will be archived in accordance with GSA and NARA policies. The contractor shall also update GSA web content management systems with this and other material as appropriate. Work will be consistent with professional industry standards and adherent to GSA policy and guidelines. The contractor will have the authority to meet with internal subject matter experts to discuss project details. This task can be done virtually or at the location described in section 7.2. A rough estimate is for the creation 1-2 2D graphics products per week, the shooting of 1-2 events per week, and the creation or editing of 6-8 webpages each week.

Performance Indicator	Performance Standards	Acceptable Quality Level	Incentives
Delivery of graphics products in a timely way, with most graphics products taking 2-3 days and page updating usually taking 1-2 days to perform	<p>Task completed in accordance with time, scope, budget, and quality indicators assigned by local government supervisor.</p> <p>All work is in compliance with statutes, local policies, and style guides. Only minor modifications, if any, were made by supervisor.</p> <p>Questions about content scope, budget, timeline, and</p>	<p>Minimum AQL: 90% of requests are completed in accordance with performance standards.</p> <p>Incentive AQL: 95% of requests are completed in accordance with performance standards.</p>	<p>The Government may exercise the next option period of performance for this CLIN (if funding for the task order is available).</p> <p>The contractor and contractor staff will receive certificates of appreciation for their performance on this task.</p>

	quality level were addressed ahead of accepting the task and any changes to these items during the course of executing the task were presented appropriately.		
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4.6 Prepare video products.

The contractor shall be able to shoot and edit video imagery using professional-grade equipment, set up lighting, audio, and assorted equipment for tapings and live broadcasts, and create various motion-graphic products to be used in a broad spectrum of digital and printed communication products. The contractor shall be able to create motion graphics products. Produced works will be archived by the contractor in accordance with GSA and NARA policies. The contractor will have the authority to meet with clients to discuss project details and logistical matters. Due to the nature of the position in shooting video and photographs of government representatives, the contractor shall perform this task at the location described in section 7.2. A rough estimate is for the creation of 2-3 video packages per month.

Performance Indicator	Performance Standards	Acceptable Quality Level	Incentives
Delivery of video products in a timely way, with most video products taking 4-7 days to create.	<p>Task completed in accordance with time, scope, budget, and quality indicators.</p> <p>All work is in compliance with statutes, local policies, and style guides. Only minor modifications, if any, were made.</p> <p>Questions about content scope, budget, timeline, and quality level were addressed ahead of accepting the task and any changes to these items during the course of</p>	<p>Minimum AQL: 90% of requests are completed in accordance with performance standards.</p> <p>Incentive AQL: 95% of requests are completed in accordance with performance standards.</p>	<p>The Government may exercise the next option period of performance for this CLIN (if funding for the task order is available).</p> <p>The contractor and contractor staff will receive certificates of appreciation for their performance on this task.</p>

	executing the task were presented appropriately.		
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4.7 Surge support (OPTIONAL).

Based on the nature of the work, there may be a need for an increase in workload to meet mission requirements. The contractor shall be prepared to provide support for unanticipated surge support requirements for tasks 4.1, 4.2, and 4.3. Surge support for each of these CLINs will be estimated at 5% of the parent CLIN. The Government reserves the right to shift support between surge CLINs as needed to address needs of the program office.

Performance Indicator	Performance Standards	Acceptable Quality Level	Incentives
Delivery of surge support upon request	<p>Task completed in accordance with time, scope, budget, and quality indicators.</p> <p>All work is in compliance with statutes, local policies, and style guides. Only minor modifications, if any, were made.</p> <p>Questions about content scope, budget, timeline, and quality level were addressed ahead of accepting the task and any changes to these items during the course of executing the task were presented appropriately.</p>	<p>Minimum AQL: 90% of requests are completed in accordance with performance standards.</p> <p>Incentive AQL: 95% of requests are completed in accordance with performance standards.</p>	<p>The Government may exercise the next option period of performance for this CLIN (if funding for the task order is available).</p> <p>The contractor and contractor staff will receive certificates of appreciation for their performance on this task.</p>

4.8 Transition Plan (Optional)

The contractor shall submit transition plans that reflect the contractor's methods for entering and exiting the TO seamlessly without having significant impact on the overall project/initiative to mitigate time delays and/or budget overruns.

Phase-In Plan

The Phase-In Plan shall ensure minimum disruption to vital Government business and its associated business units. The contractor shall ensure there will be no service degradation during or after transition. The contractor shall present a Phase-In Plan to include onboarding of personnel and project ramp-up during the Kick-Off Meeting. The plan shall also describe how the contractor will assign, inventory, and maintain record of any Government-furnished equipment or information, and a timeline for contractor Support Personnel to complete and submit contractor Information Worksheets to begin the badging process. The final version of the plan is due to the PM and COR NLT than five (5) business days after the kick-off meeting.

Phase-Out Plan

The Phase-Out Plan shall facilitate a seamless transition from the incumbent to incoming contractor/Government personnel at the end of the TO. The contractor shall submit a Phase-Out Plan NLT ninety (90) days prior to the expiration of the TO. The contractor shall identify how it will coordinate with the incoming contractor and/or Government personnel to transfer knowledge regarding the following:

- Project Management Processes
- Points of Contact
- Location of Technical and Project Management Documentation
- Status of Ongoing [Technical and Operational] Initiatives
- Appropriate Contractor-to-Contractor or Contractor-to-Government Coordination (ensuring seamless transition)
- Transition of Key Personnel
- Identify Accomplished, Problematic, and Failed Schedules and Milestones
- Identify Actions Required of the Government,
- Establish and Maintain Effective Communication with the Incoming Contractor/Government Personnel (for the remaining period of the transition via weekly status meetings)

In addition, the plan shall describe how the contractor will return all Government-furnished equipment and information, a timeline for offloading documents and the submission of final weekly and monthly reports.

5.0 General Requirements

5.1 Inspection and Acceptance of Deliverables

The Government will inspect and accept deliverables in accordance with FAR 52.212-4(a).

6.0 Task Order Type

Task order type will be Firm-Fixed Price (FFP) for all services. An other direct cost (ODC) CLIN

will be made available to address any government-directed, work-related travel for this requirement.

7.0 Period and Place of Performance

7.1 Period of Performance

The Period of Performance will be one year from date of award with four (4) twelve-month option periods. The government reserves the right not to exercise any option period. Work to complete the tasks will commence on the effective date of award with approval by the customer program office and the government Contracting Officer.

7.2 Place of Performance

The Government anticipates the services to be performed at the following locations:

- GSA Region 1 Headquarters, located at O'Neill Federal Building, 10 Causeway Street, Boston, MA 20114 -- Tasks 4.1, 4.2, 4.3, 4.4 and possibly 4.7 (The Government estimates duties in these tasks to take roughly 40 hours per week)
- GSA Region 2 Headquarters, located at One World Trade Center, New York, NY 10048-0000 -- Tasks 4.1, 4.2, 4.3, 4.4 and possibly 4.7 (The Government estimates duties in these tasks to take roughly 40 hours per week)
- GSA Central Office, located at 1800 F St NW, Washington, DC 20405 - Tasks 4.5 and 4.6 (The Government estimates duties in these tasks to take roughly 40 hours per week)
- Virtually or at either GSA's Region 8 Headquarters, located at One Denver Federal Center, Building 41, Denver Federal Center, Lakewood, CO 80225-0546 or GSA's Region 10 Headquarters, located at 400 15th St., SW, Auburn, WA 98001 -Task 4.5 (The Government estimates duties in these tasks to take roughly 60 hours per week)

For all contract employees, the government will provide the necessary resources and equipment, including computer and phone equipment and software. For all contract employees working on-site, the government will provide the necessary workspace. Contractor personnel should be available during customer agency normal core operating hours, normally Monday through Friday, 09:00a.m. to 4:00p.m. local time, except federal holidays. Core hours may be adjusted with the approval of the government project management and Contracting Officer. It is expected from time to time it will be necessary for the Contractor to work outside these core hours to facilitate change deployments or respond to and resolve website functionality failures.

7.2.1 Federal Holidays

The Contractor is not required to provide service on the following U.S. Federal holidays:

- New Year's Day,
- Martin Luther King Day,
- Presidents' Day,
- Memorial Day
- Independence Day,
- Labor Day,

- Columbus Day,
- Veterans' Day,
- Thanksgiving Day,
- Christmas Day,

7.3 Place of Delivery

The Contractor shall deliver all work electronically as indicated by the government project manager.

7.4 Travel

The Contractor may be required to travel in performance of orders issued under this contract. Incurred travel expenses and per diem shall be reimbursed for actual, allowable costs in accordance with the provisions of the Government's Federal Travel Regulations, set forth at 41 C.F.R. §§ 300 – 301. Travel in performance of the task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.

GSA has virtual meeting tools which must be considered for use before travel will be approved. A need for actual travel must be justified and approved in advance of such travel. Long distance travel is defined as travel outside of a 50 mile radius. Only long-distance travel will be reimbursed; local travel within a 50-mile radius will not be reimbursed. The Contractor(s) shall be required to provide the COR with a list of travel locations at least five (5) business days in advance of the intended travel date when possible. The written request must include: purpose of the trip, names of the individuals traveling, timeframe for travel and breakdown of the estimated costs. All travel requires the preapproval of the COR and CO before the Contractor is authorized to travel.

8.0 Contractor Personnel

The Contractor shall provide personnel with the necessary skills and level of expertise required to support the tasks to be performed under the PWS.

8.1 Key Personnel

Proposed key personnel team must include positions with subject matter expertise ~~(minimum of 4 years experience in the industry)~~ in Communications Support (minimum of 2 years experience in the industry) and Graphic Design (minimum of 4 years experience in the industry, including specialized experience in video production). Additional, non-key personnel may be utilized as deemed necessary by the Contractor over the life of the contract depending on Task Order requirements.

The Key Personnel qualifications listed below are the minimum requirements for task order award. Failure to provide a quotation that offers key personnel with these qualifications will render the quotation unacceptable and ineligible for award.

8.1.1 Key Personnel Resumes

Contractor key personnel resumes must be approved by the Government's Contracting Officer and the COR to certify that the labor category requirements are met. Resumes, references, and submitted writing and multimedia product samples will be reviewed and approved before personnel can perform on this Task Order.

8.1.2 Substitution and Replacement of Key Personnel

The personnel listed above are considered essential to the work being performed under this acquisition.

8.1.2.1 Contractor Requested Replacement

Before removing or replacing any of the listed or specified personnel, the Contractor shall (1) notify the Government (the Contracting Officer and COR) reasonably in advance and (2) provide a detailed explanation of the circumstances necessitating the proposed substitution, a complete resume for the proposed substitute, and any other information requested by the Government necessary to approve or disapprove the proposed substitution. The Government will evaluate such requests and promptly notify the Contractor of approval or disapproval in writing. All proposed substitutions shall be determined by the Government to have qualifications and job status equivalent to the person being replaced. Discussions with the replacement may be required by the Government to further assess the qualifications of the candidate

No change in Key Personnel shall be made by the Contractor without the prior written consent of the Contracting Officer via contract modification. However, in urgent situations, as determined or agreed to by the Contracting Officer or COR, an oral request to substitute Contractor Key Personnel may be approved and subsequently ratified by the Contracting Officer in writing. Such ratification shall constitute the consent of the Contracting Officer required by this paragraph. The Contracting Officer will notify the Contractor within ten business days after receipt of all required information of the decision on the substitution(s).

All Key Personnel shall have a commitment letter signed by the Contractor's authorized representative and the Key Personnel, committing the Key Personnel to the Task Order for a duration of no less than one year.

8.1.2.2 Government Requested Replacement

The Government shall require the Contractor to replace immediately any individual (key or non-key) provided who fails to perform his/her duties adequately, is chronically absent, and conducts himself/herself in a manner that is inconsistent with contractor employment handbook policies and practices, or engages in practices that are disruptive to the working environment.

8.2 Non-Personal Services

This task order shall not be used to procure personal services. This is prohibited by Federal Acquisition Regulation (FAR) Part 37.104 titled "Personal services contract."

8.3 Supervision

The Contractor shall provide full time supervision to assure conformance with the contract requirements.

The Contract Project Manager/Project Supervisor is the individual with overall responsibility for personnel working under this task order, and is responsible for coordinating matters of mutual concern with government representatives.

Upon task order award, the Contractor shall furnish to the Government Point of Contact (POC), the name of the person(s) designated and assigned to this task order as the Project Manager or Project Supervisor.

GSA's contract administration and monitoring shall not be detailed or continual as to constitute supervision of the contractor personnel. Government personnel may not perform any supervisory functions for contractor personnel such as interviewing, appraising individual performance, scheduling leave, scheduling work, or direction on how to perform work.

The contract personnel assigned to render services shall at all times be employees of the Contractor and under the direction and control of the Contractor. Notwithstanding any other provisions of this task order, the Contractor shall at all times be responsible for the supervision of its employees in the performance of the services required. At no time shall the contractor personnel be employees of the United States Government.

9.0 Other Direct Costs (ODCs)

All ODCs shall be approved by the Government prior to the Contractor incurring those costs and invoicing for them. The total aggregate amount of Other Direct Costs will not exceed \$10,000.00 for any one given year the task order is available. The Government does not anticipate a need for ODCs for the firm-fixed price line items being offered.

In the event any agreed to ODC requirement is not available on the contractor schedule, and is considered an open market purchase the "Terms of Services" must be reviewed by the Contracting Officer and Legal to ensure federal friendly terms prior to delivery of any tool or software or code. The Contractor shall use to the maximum extent possible GSA's Multiple Award Schedule (MAS) contract program when acquiring other direct costs.

10.0 Government Furnished Equipment (GFE)

Contractor personnel will be provided with GSA-issued laptops. All Contractor personnel are required, while clearances are being processed, to be equipped with a working laptop that has the Microsoft Office Suite (Word, Excel and PowerPoint), Google apps (Gmail, Google Drive, and Google Docs), and an email account (corporate or free) for use while their clearances are

being processed. When working at the government office, the laptop will also need to be equipped with a wireless card and account. It is a requirement that these resources be available until their clearances are completed. The clearance process can range from two weeks to several months. Once clearances are completed, if access to the GSA network is required, a GSA-issued laptop will be provided. Only GSA-issued laptops may connect to the GSA networks. However, Contractor personnel may use corporate or personal laptops within the building to access the Internet via wireless capabilities.

The government shall furnish the following resources:

- A. Graphics Style Guide
- B. Editorial Style Guide
- C. Documented Process for coordinating and tracking requests
- D. Agency Standards for conforming to 508 compliance elements
- E. Applicable agency directives and policies
- F. Access to OSC content management systems
- G. Access to Google Analytics
- H. Access to Web Link Validator and any other quality assurance tools
- I. Video production equipment, including a camera, lighting and audio equipment, and appropriate editing software

The Contractor shall ensure that appropriate administrative, technical, and physical safeguards are established to ensure the security and confidentiality of information, data, and/or equipment is properly protected. The Contractor shall be responsible for properly protecting all information used, gathered, or developed as a result of work under the Task Order in accordance with Section 11 of the PWS.

11.0 Points of Contact

Contracting Officer (CO)

Name: Patricia Sylvester

Address: 1800 F. Street NW, Washington, D.C. 20405

Email: patricia.sylvester@gsa.gov

Phone Number: 202-260-6889

Contracting Officer's Representative (COR)

Name: Sarah Puleo

Address: 1800 F St. NW, Washington, DC 20405

Email: sarah.puleo@gsa.gov

Phone Number: 215-446-2876

Contracting Officer's Representative (COR) Alternate

Name: Sarah Bryant

Address: 1800 F St. NW, Washington, DC 20405

Email: sarah.bryant@gsa.gov
 Phone Number: 202-821-8534

Program Manager
 Name: Justin Ward
 Address: 1800 F St. NW, Washington, DC 20405
 Email: justin.ward@gsa.gov
 Phone Number: 202-969-7354

12.0 Delivery/Acceptance

12.1 Government Review Period

The Government will require 5 - 7 business days to review deliverables.

12.2 Inspection And Acceptance

The COR for this task order is a government official who has been delegated specific technical, functional and oversight responsibilities for this task order.

12.3 Deliverable Inspection and Acceptance Criteria

Final inspection and acceptance of all work performed, reports and other deliverables will be performed at the place of delivery specified by the COR.

12.4 Deliverable General Acceptance Criteria

General quality measures, as set forth below, will be applied to each work product received from the contractor under this performance work statement.

- Accuracy - Work Products shall be accurate in presentation, technical content, and adherence to accepted elements of style.
- Clarity - Work Products shall be clear and concise. Any/All diagrams shall be easy to understand, relevant to the supporting narrative, and 508 compliant.
- Consistency to Requirements - All work products must satisfy the requirements of this statement of objectives.
- File Editing - All text shall be editable by the Government.
- Functionality - All deliverables must be provided as a package of files that are fully functional within the systems utilized by GSA.
- Timelines - Work Products shall be submitted on or before the due date specified in this statement of work or submitted in accordance with a later scheduled date determined by the Government.

DEL. #	MILESTONE/ DELIVERABLE	CLIN	DUE DATE
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	Project Start (PS)		At TOA
1	Kick-Off Meeting Agenda		NLT 3 workdays prior to Kick-Off Meeting
2	Kick-Off Meeting		Within 25 workdays of TOA
3	Quarterly Status Report		Quarterly 10 th calendar day of every third month)
4	Trip Report(s)		Within 10 workdays following completion of each trip
5	Updated Baseline Quality Control Plan		Due at Kick-Off Meeting
6	Final Baseline Quality Control Plan		10 workdays after receipt of Government comments
7	Quality Control Plan Updates		As changes in program processes are identified
8	Updated Transition-In Plan		Due at Kick-Off Meeting
9	Final Transition-In Plan		10 workdays after receipt of Government comments
10	Draft Transition-Out Plan		Within 2 weeks of contract modification exercising optional CLIN for Transition Plan
11	Final Transition-Out Plan		10 workdays after receipt of Government comments



**GENERAL SERVICES ADMINISTRATION (GSA)
OFFICE OF INTERNAL ACQUISITION (OIA)**

REQUEST FOR QUOTATION (RFQ) No: 47HAA018Q0294

**Nationwide Communication Support Services
for the GSA, Office of Strategic Communication**

***This Solicitation is issued to all active small businesses
GSA Schedule 00CORP, under the following SIN:***

SIN 541 5 Integrated Marketing Services

100% Total Small Business Set-Aside

NAICS Code: 541613 Marketing Consulting Services

***7/13/2018
Amended 7/24/2018***

Quotations Due By NLT 12:00 PM EST, 7/30/2018

SECTION I Letter to Interested GSA Schedule Contract 00CORP SIN 541 5 Small Business Holders

CONTENT

Factor 3 - Past Performance

Statement

Performance Assessment Reporting System (CPARS):234.7 Contractor Non-Disclosure Requirements and Org Control

SECTION II Solicitation Information

52.2.1 PART 1 (TECHNICAL QUOTATION)

92.3.4 Adjectival Ratings

SECTION IV Task Order Level Terms and Conditions

SECTION V Task Order Price Schedule

42.1 GB

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SECTION I Letter to Interested GSA Schedule Contract 00CORP SIN 541 5 Small Business Holders

To Whom It May Concern:

The General Services Administration (GSA), Office of Strategic Communication, has identified a need for nationwide, strategic communication support services.

As such, this Request for Quotation (RFQ) is being issued to all small business holders under GSA Schedule Contract 00CORP 541 5 Integrated Marketing Services. The RFQ summary is as follows:

- (1) Performance Work Statement for Nationwide Communication Support Services
- (2) Task Order Type: Firm-Fixed Price (FFP)
- (3) Performance Period: One-year base period with four (4) one-year option periods
- (4) Questions Due by NLT 5:00 PM EST, 7/18/2018
- (5) Quotations Due By NLT 12:00 PM EST, 7/30/2018

All electronic quotation submissions shall only be made via GSA's electronic buying system, e-Buy. Any corrupt or unreadable documents shall not be considered for evaluation purposes. Any files not received by the cut-off date and time specified herein shall be deemed late and shall not be considered for evaluation.

If you have any questions regarding this RFQ, please contact GSA points of contact listed below.

GSA Contract Officer (Primary POC):

Patricia Sylvester, E-mail: patricia.sylvester@gsa.gov, Tel.:202-260-6889

SECTION II Solicitation Information

2.1 GENERAL

The Government contemplates award of one (1) single-award Firm-Fixed Price (FFP) Task Order against an eligible GSA Schedule 00CORP Contract in accordance with FAR Subsection 8.405-2. It is expected that Vendors will submit Quotations in accordance with the procedures and requisite requirements identified in this Solicitation in accordance with their GSA Schedule 00CORP Contract. This RFQ will be competed among GSA Schedule 00CORP Contract holders on the SIN listed on the cover page of this RFQ as a 100% small business set aside.

2.1.1 TYPE OF AWARD

This RFQ will result in one (1) single-award Firm-Fixed Price task order award issued against the vendor's GSA Schedule 00CORP Contract. This procurement is a 100% small business set-aside under GSA Schedule 00CORP Contract, SIN 541 5. This procurement shall be conducted in accordance with procedures in FAR 8.405-2.

It is the Government's intent to award one (1) Task Order against the vendor's GSA Schedule 00CORP Contract using best value tradeoff evaluation process.

2.1.2 SUBMISSION INFORMATION

Responses to this RFQ shall be submitted in electronic format via GSA's electronic buying system, e-Buy. Quotations shall not be submitted to any other parties. Vendors are herein notified that any corrupt or unreadable documents shall not be considered for evaluation purposes. Any files not received by the cut-off date and time specified herein shall be deemed late and not considered for evaluation.

Questions pertaining to this RFQ shall be submitted by NLT 5:00 PM EST, 7/18/2018, to the attention of GSA POC identified in Section I above. Questions received after this cut-off date shall be addressed only at the discretion of the Contracting Officer. The Government intends to provide responses to questions no later than 3 business days prior to the RFQ due date.

2.1.3 FORMAT

No paper (hard copy) quotations shall be accepted. All submitted electronic documents shall be in PDF and MS Excel format. Each page in the submitted documents shall fit on 8 ½" X 11" paper size, with all text single-spaced, using font size no less than 11 points. All text and graphics shall be legible. The Technical Quotation and Price Quotation for the task order shall be separate files. No pricing information shall be included in the Technical Quotation. Page limits are not inclusive of cover page and table of contents.

The following naming conventions for the quotation documents should be utilized:
47HAA018Q0294 - Vendor Name - [Technical/Price] Quotation [DATE]

2.1.4 MINIMUM REQUIREMENTS

Vendors responding to this RFQ shall meet the following minimum requirements. Quotations that fail to meet any one of these minimum requirements shall not be further evaluated and shall be deemed ineligible for award.

1. Submit complete quotation documentation in accordance with RFQ instructions;
2. The Government encourages forming Contractor Team Arrangement (CTA) among GSA Schedule 00CORP Contract holders. If a CTA is utilized in the vendor's quotation, each team lead and team members' current and accurate Schedule contract pricing shall be posted in the GSA eLibrary portal.
3. Proposed prices shall be in accordance with the vendor's GSA Schedule 00CORP Contract. The Government is seeking additional discounts off of vendor's schedule contract prices.
4. Quotation shall be submitted by the Team Lead, if applicable; and,
5. Quotation shall identify Data Universal Numbering System (DUNS) Number for all team members (including Subcontractors) and each shall have current System for Award Management (SAM) registration as of the time of quotation submission.
6. Vendor shall be registered in the System for Award Management (SAM) with no active exclusions.

2.1.5 ASSUMPTIONS

All assumptions shall be evaluated as part of the individual factor to which they apply. The Government reserves the right to reject any quotation that includes any assumption that may impact satisfying the Government's requirements. Option years are based on funding availability. The Government reserves the right not to exercise any option year(s) if determined to be in the best interest of the Government. Please see Section 2.3.9 of the RFQ regarding evaluation of options.

2.2 QUOTATION CONTENT

Vendors are requested to provide a submission that is in accordance with the instructions in this RFQ, including the Evaluation Factors for Award section.

All vendor Quotations must include the data elements and information as follows.

2.2.1 PART 1 (TECHNICAL QUOTATION)

The Technical Quotation shall be separate from the Price Quotation. The Technical Quotation shall consist of a narrative file the following naming convention: 47HAA018Q0294 - Vendor Name - Technical Quotation - Date. Each narrative section must address the vendor's response to the respective Technical Evaluation Criteria for the task order. Page limits for each evaluation factor are provided and are inclusive of each evaluation sub-factor.

Technical Quotation	Page Limit
Evaluation Factor 1 - Technical Approach Documents expected: <ul style="list-style-type: none"> • The vendor's technical approach plan • Quality Control Plan 	10 pages Not Including: Quality Control Plan
Evaluation Factor 2 - Management Approach Documents expected: <ul style="list-style-type: none"> • The vendor's management approach plan • Key Personnel Resumes 	5 pages Not Including: Key Personnel Resumes
Evaluation Factor 3 - Past Performance Documents expected: <ul style="list-style-type: none"> • The vendor's past performance report 	6 pages

2.2.2 PART 2 (PRICE QUOTATION) (6-Page Limit)

The Price Quotation shall be separate from the Technical Quotation. The Price Quotation shall consist of the following:

Price Quotation	Page Limit
1. Cover Letter; 2. Price Schedule with proposed pricing for each task identified in the Performance Work Statement for the base and four option periods using attached price schedule template in MS Excel format; (Vendors may provide additional price breakdowns and explanations to support their quoted price in accordance with the manufacturer's commercial pricing practices). 3. Listing of any proposed discount(s) from vendors' schedule contract prices, as applicable;	Price quote narrative limited to 6 pages for Task Order submissions combined (page limit does not apply to mandatory MS Excel price

4. Acknowledgement of Amendments, as applicable; and, 5. Statement that the Quotation shall remain valid for a minimum of ninety (90) days.	schedule template)
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2.3 QUOTATION EVALUATION

The Government will evaluate the quotations based on the following phases and evaluation factors, in descending order of importance. The Government will award one (1) task order resulting from this solicitation to the responsible vendor whose quotation conforming to the solicitation will be most advantageous to the Government, price and other factors considered.

Phase	Description	Minimum Required Rating to Proceed	If Vendor Achieves Required Rating
Phase 1	Technical/Non-Price Evaluation (Evaluation Factor 1)		
	Evaluation Factor 1 Technical Approach	Acceptable	Proceed to Evaluation of Technical/Non-Price Factors 2 & 3
Phase 2	Technical/Non-Price Evaluation (Evaluation Factor 2 & 3)		
	Evaluation Factor 2 Management Approach	Acceptable	Proceed to Evaluation of Price Quotation
	Evaluation Factor 3 Past Performance	Acceptable/Somewhat Relevant - Limited Confidence	
Phase 3	Price Evaluation		
	Evaluation Factor 4 (Price Evaluation)	Verified Consistency with GSA Schedule Contract, conducted competitive price analysis among quoters	
Award Determination			
	Best-Value: Trade-Off		

2.3.1 Evaluation Factor 1 - Technical Approach

The quotation will be evaluated to determine if the vendor's proposed solution to provide support services will address all objectives and tasks listed in the PWS Section 4.

Vendors will be evaluated on their demonstrated capability to complete the requirements of the PWS and the soundness and feasibility of their technical approach. The vendor must have expertise in providing strategic communication services. This includes the vendor's plans to meet all of the technical requirements of the project as defined in the

PWS.

The vendor's response to Evaluation Factor 1 must include a plan that addresses:

1. The vendor's understanding of the work, to include a discussion of each objective and task listed in the PWS and planned execution of the project.
 - a. A project management plan which addresses the vendor's ability to successfully accomplish the tasks and performance standards as outlined in PWS Section 4.
 - b. The degree to which the Vendor's quote demonstrates an understanding of resource, schedule, and any other miscellaneous issues in which the Government should be aware. The vendor must specifically address its approach to resource allocation for the regions/locations identified in Section 7.2 of the PWS. This approach must identify the roles of personnel and resources and specific responsibilities for each role by location.
 - c. The vendor's ability to control risk and identify management issues.
2. The vendor's technical approach to the project which specifically addresses the tools, methods and technologies that the vendor will utilize to complete each task listed in the PWS.
3. The Vendor's quality control plan which addresses all items in Section 4.13 of the RFQ and includes vendor's the confirmation that approach to complying with all applicable laws, regulations, guidance and directives will be complied with.

Any quotation that fails to receive an overall rating of "Acceptable" or higher for Technical Evaluation Factor 1 will be found ineligible for award. Accordingly, such quotations will not proceed to Phase 2.

2.3.2 Evaluation Factor 2: Management Approach

The vendor must demonstrate quality and effectiveness of the allocation of personnel and resources in their response to this evaluation factor. The qualifications, experience, and availability of all proposed Key Personnel, including any consultants and/or subcontractors, and evidence of relevant hands-on past work, will be evaluated.

The vendor must provide a management approach that addresses the following:

1. The vendor's staffing approach, presented by year and task, and appropriate for meeting the performance and quality requirements of the task order. The vendor's staffing approach shall include the names of key personnel and the types of personnel to be employed, the labor hours proposed for each, their responsibilities, and how they will be utilized and managed.
2. Evidence of the expertise of the key personnel, where it was applied, and length of experience must be provided in all required task areas. More information on key personnel is located in section 8.1 of the Performance Work Statement. The Personnel shall be evaluated on:
 - a. Years of relevant experience and skill in the relevant areas
 - b. Education (appropriateness of degrees to the proposed position, meeting or exceeding the minimum requirements)

3. Resumes must be submitted for all staff with their proposed position.
4. The vendor must provide a key personnel retention and replacement approach to be evaluated to determine appropriateness and effectiveness.
5. The vendor must demonstrate the proposed key personnel's ability to work legally in the U.S. during the entire life of this task order (5 years), and ability to attain and maintain the required clearance level shortly upon award by virtue of having current or recent (last 1-3 years) clearance at the same or higher level.

2.3.3 Evaluation Factor 3 - Past Performance

Vendor must demonstrate evidence that the organization has current capabilities; and for assuring performance of this requirement.

Vendor must demonstrate two (2) recent and relevant past performance projects and submit their performance references, to support performance for the past performance examples.

- Each project example must include the Contact Name(s) for references, contract/order numbers, total awarded value and contact information for the project CORs and PMs must be provided for validation of the information provided by the Contractor
- Recent, past performance projects must be either active or completed within the last three years.

Relevant past performance includes current or past contracts similar in size, scope, and complexity to the work described in this PWS. At a minimum, one past performance example must be work completed by the vendor that is submitting the quotation, if in a teaming arrangement, the team lead performed as a prime contractor.

The Government will evaluate the Vendor's experience (what was performed) and past performance (how well it was performed) to determine the degree to which it demonstrates the likelihood it can successfully perform the tasks in the PWS. The criteria listed below will be used to gauge level of management and technical expertise.

- The extent of the Vendor's specialized experience including the breadth and depth of the Vendor's specialized experience on projects of similar size and scope.
- Proven expertise and accomplishments in areas directly relevant to the requested services described in the PWS and the ability to provide the full range of services specified in the PWS.
- Evidence that the Vendor has internal expert knowledge, skills, and capabilities related to the services described in the PWS, such as:
 - Developing, completing, maintaining, and upgrading products similar to the efforts specified within this solicitation.
 - Experience in strategic communication projects and programs.
 - Use of processes and procedures to ensure methodological/repeatable approach.

~~The Government will only consider past performance examples of relevant projects that the vendor performed in the prime contractor capacity.~~ The Government may use information gathered from the references under past performance to gain a better understanding of the experience identified.

The Government will also assess the relative risks associated with each vendor. Performance risks are those associated with a vendor's likelihood of success in performing the acquisition requirements as indicated by that vendor's record of past performance.

The Government reserves the right to contact the POCs listed on the past project examples to gain additional feedback on the vendor's past performance as part of the technical evaluation process.

Any quotation that fails to receive an overall rating of "Acceptable" or higher for the Evaluation Factor 3 and "Somewhat Relevant" and "Limited Confidence" or higher for the Evaluation Factor 3 will be found ineligible for award. Accordingly, such quotations will not proceed to Price Evaluation.

2.3.4 Adjectival Ratings

2.3.4.1 Ratings for Technical/Non-Price Evaluation Factors 1 & 2

The Government will review the vendor's response to Evaluation Factor 1 Technical Approach and Evaluation Factor 2 Management Approach. Evaluation Factor 1 is the most important and heavily weighted factor, followed by the Evaluation Factor 2: Management Approach and then Evaluation Factor 3: Past Performance.

Technical/Non-Price Evaluation Factors will be assigned a rating using the adjectival ratings/definitions with a combined technical/risk rating methodology. The combined technical/risk rating includes consideration of risk in conjunction with the strengths, weaknesses, and deficiencies in determining technical ratings.

An unacceptable rating received for any of these factors will render the quotation unacceptable for further consideration in the selection process.

Combined technical/risk evaluations shall utilize the combined technical/risk ratings as listed in the Table below.

Adjectival Rating	Description
Outstanding	Quotation consistently exceeds the requirements and indicates an exceptional approach and understanding of the requirements. Quotation contains multiple strengths and there are no weaknesses or identifiable risks.
Good	Quotation consistently meets and sometimes exceeds requirements and indicates a sound approach and understanding of the requirements. Quotation contains multiple strengths that far outweigh any weaknesses. Risk of unsuccessful performance is very minimal.
Acceptable	Quotation consistently meets requirements and indicates an adequate approach and understanding of the requirements. Strengths and weaknesses are offsetting. Risk of unsuccessful performance is low.
Marginal	Quotation does not clearly meet requirements and failed to

	demonstrate an adequate approach and understanding of the requirements. The quotation has one or more significant weakness(es) which is/are not offset by any identified strength(s). Risk of unsuccessful performance is moderate.
Unacceptable	Quotation failed to meet requirements and contains one or more deficiencies and/or weakness(es). Identified deficiencies and weaknesses cannot be remediated without a major revision of the quotation. Risk of unsuccessful performance is high.

2.3.4.2 Adjectival Ratings for Technical/Non-Price Evaluation Factor 3

Evaluation Factor 3 will be evaluated according to the following ratings:

The evaluation of past experience and performance results in an assessment of the Vendor's probability of meeting the requirements outlined in the Performance Work Statement. This evaluation considers each Vendor's demonstrated recent and relevant experience regarding the services that meet the requirements outlined in the Performance Work Statement, and how well the Vendor performed in providing those services. One performance confidence assessment rating is assigned for each Vendor after evaluating the Vendor's recent past performance, focusing on performance that is relevant to the requirements outlined in the Performance Work Statement. Recent is defined as work performed with the last three years. Past performance must be recent and relevant to be considered.

There are two aspects to the past experience and performance evaluation.

The first is to evaluate the Vendor's experience to determine how relevant a recent effort accomplished by the Vendor is to the effort to be acquired through the Task Order. Common aspects of relevancy include similarity of service/support, complexity, dollar value, task order type and degree of subcontracting/teaming.

There are four levels of relevancy shown below. With respect to relevancy, more relevant past experience will typically be a stronger predictor of future success and have more influence on the past performance confidence assessment than past experience of lesser relevance.

The table below illustrates the past experience relevance ratings rationale that will be applied as follows to relevance of past performance:

Past Experience Relevance	
Adjectival Rating	Definition
Very Relevant	Present/past experience involved essentially the same scope and magnitude of effort and complexities this solicitation requires.

Relevant	Present/past experience involved much of the magnitude of effort and complexities this solicitation requires.
Somewhat Relevant	Present/past experience involved some of the scope and magnitude of effort and complexities this solicitation requires.
Not Relevant	Present/past experience involved little or none of the scope and magnitude of effort and complexities this solicitation requires.

The second aspect of the past performance evaluation is to determine how well the Vendor performed on the contracts. Sources of Past Performance Information for Evaluation are as follows:

- Past performance information may be provided by the Vendor, as solicited.
- Past performance information may be obtained from any other sources available to the Government, to include, but not limited to, CPARS, PPIRS, and FAPIIS, Electronic Subcontract Reporting System (eSRS), or other databases; interviews with Program Managers, Contracting Officers, and Fee Determining Officials; and the Defense Contract Management Agency.

The evaluation team will review this past performance information and determine the quality and usefulness as it applies to performance confidence assessment.

Past Performance Confidence Assessment: In conducting a performance confidence assessment, each Vendor shall be assigned one of the ratings in the table below. (Reference FAR 15.305(2) for information on assigning an unknown/neutral confidence rating.)

Past Performance Confidence	
Adjectival Rating	Description
Substantial Confidence	Based on the Vendor's recent/relevant performance record, the Government has a high expectation that the Vendor will successfully perform the required effort.
Satisfactory Confidence	Based on the Vendor's recent/relevant performance record, the Government has a reasonable expectation that the Vendor will successfully perform the required effort.

Limited Confidence	Based on the Vendor's recent/relevant performance record, the Government has a low expectation that the Vendor will successfully perform the required effort.
No Confidence	Based on the Vendor's recent/relevant performance record, the Government has no expectation that the Vendor will be able to successfully perform the required effort.
Unknown Confidence (Neutral)	No recent/relevant performance record is available or the Vendor's performance record is so sparse that no meaningful confidence assessment rating can be reasonably assigned.

2.3.5 Evaluation Factor 4: Price Quotation Evaluation

Price evaluations will be conducted in accordance with Federal Acquisition Regulation (FAR) Part 8.405-2(d). Award will be made to the Vendor whose price quotation represents the best value to the Government. Vendors' price quotations will be evaluated to determine total price reasonableness and best value to GSA. Prices that are excessively high or low may be considered unreasonable, and may receive no further consideration. Prices will be evaluated to ensure consistency with the Vendor's GSA schedule.

The Government will evaluate the quoted total price for the total period of performance one-year base and 4 one-year options to be consistent with prices as approved in the vendor's GSA Schedule contract and demonstrates ability to fully meet the tasks listed in Section 5 of the PWS.

The price Quotation will be evaluated for consistency and understanding of the requirements set forth in this RFQ and PWS.

GSA will confirm that the rates in the Quotation are accurate when compared to the vendor's current schedule contract. Quotations containing inaccurate pricing information will be deemed ineligible for award and may not be further evaluated.

GSA is seeking additional discounts over Contract discounts for use under this RFQ.

Open market items may be included on the vendor's price proposal but must be clearly marked and incidental to other items available on the vendor's GSA Schedule Price list.

2.3.6 Best Value - Trade-off Evaluation Process

Quotations must demonstrate a clear understanding of the nature and scope of the work required. Failure to provide a responsive, reasonable, and complete Quotation may reflect a

lack of understanding of the requirements and may result in a Quotation receiving no further evaluation and determined ineligible for award.

Award of one (1) Firm-Fixed Price (FFP) Task Order will be made to the responsible vendor whose Quotation conforms to the requirements outlined in this RFQ and is determined to represent the best value to the Government in terms of technical merit and proposed price.

Vendors should note that technical / non-price factors, when combined, are significantly more important than price. The technical/non-price evaluation factors are listed in descending order of importance. To receive consideration for price evaluation, a rating of no less than "Acceptable" must be achieved for all non-price factors/criteria.

However, as Quotations become more equal in terms of technical/non-price evaluation factors, price will become a more important factor.

Vendors must meet all the requirements for the technical/non-price factors in order to move forward with the price evaluation phase.

2.3.7 Discussions

The Government intends to award without discussions. GSA Professional Services (00CORP) Schedule vendors shall provide their best, complete Quotation upon initial submission. The Government reserves the right to hold discussions if deemed necessary by the Contracting Officer.

Government-employee representatives from the requiring program office shall provide technical evaluation of all Quotations based on the Quotations/documentation provided. The evaluations will be based on the evaluation criteria set forth above.

2.3.8 Evaluation of Options

For award purposes, in addition to the vendor's response to the base period requirements, the Government will evaluate the vendor's Quotation in response to all RFQ option periods. Evaluation of the option periods will not obligate the Government to exercise the options.

SECTION III Performance Work Statement

3.1 GENERAL: See attached Nationwide Communications Support Services, Performance Work Statement (PWS).

SECTION IV Task Order Level Terms and Conditions

4.1 General:

The terms and conditions provided for in the vendor's GSA Professional Services Schedule (00CORP) are incorporated in this requirement. All order of precedence issues shall be governed by FAR 52.212-4(s), as supplemented and deviated from in GSAR 552.212-4.

4.1.1 Period of Performance: As indicated in the Performance Work Statement (PWS), the Government desires services for one (1) base year (Date of Award + 12 months) plus four (4) one-year (12 months each) option periods. Options, if determined required, shall be exercised in accordance with applicable regulations.

4.1.2 Task Order Award: Award of the resultant Task Order shall be made via a bilaterally signed SF1449. Award shall consist of mandatory FFP Contract Line Item Numbers (CLINs) for Nationwide Communications Support Services covering the Base Year and Option Years.

4.2 Task Order Level Clauses:

In addition to the clauses set forth therein the Contractor's GSA Professional Services Schedule (00CORP), the following additional task order level clauses are herein made a part of, and pertain to, any resultant contractual action for this Task Order.

4.2.1 Task Order Level Clauses Incorporated by Reference:

FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at these addresses.

(a) Federal Acquisition Regulation: <https://www.acquisition.gov/far/>

The following clauses are incorporated by reference, and made a part of, the resultant task order:

Clause No	Title	Date
52.217-5	EVALUATION OF OPTIONS	JUL 1990
52.219-6	NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE	DEC 2015
52.237-3	Continuity of Services	JAN 1991
52.232-18	Availability of Funds	APR 1984

52.232-22	Limitation of Funds	APR 1984
52.204.10	Reporting Executive Compensation and First Tier Subcontract Awards	OCT 2016
52.217-7	Option for Increased Quantity-Separately Priced Line Item	MAR 1989
52.217-8	Option to Extend Services (a) Fill-In Date: 5 Days	NOV 1999
52.217-9	Option to Extend the Term of the Contract (a) Fill-In Dates: 60, 90 (c) 60 months	MAR 2000
52.233-2	Service of Protest	SEPT 2006
<u>52.222-17</u>	<u>Nondisplacement of Qualified Workers</u>	<u>MAY 2014</u>
52.233-4	Protest After Award	AUG 1996

52.252-2 GSAM CLAUSES INCORPORATED BY REFERENCE

The full text of a provision may be accessed electronically at: GSAM website:

<https://www.acquisition.gov/gsam/gsam.html>

Clause No	Clause Title	Date
552.212-71	Contract Terms and Conditions Applicable to GSA Acquisition of Commercial Items	JUN 2016

552.212-72	Contract Terms and Conditions Required to Implement Statutes or Executive Orders Applicable to GSA Acquisition of Commercial Items	JUN 2015
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SECURITY CLAUSES INCORPORATED BY REFERENCE

Clause No	Clause Title	Date
FAR 52.204-2	Security Requirements	(Aug 1996)
FAR 52.204-9	Personal Identity Verification of Contractor Personnel	(Jan 2011)
FAR 52.224-1	Privacy Act Notification	(Apr 1984)
FAR 52.224-2	Privacy Act	(Apr 1984)
FAR 52.239-1	Privacy or Security Safeguards	(Aug 1996)
FAR 52.204-21	Basic Safeguarding of Covered Contractor Information Systems	(Jun 2016)
GSAR 552.204-9	Personal Identity Verification Requirements	(Oct 2012)
GSAR 552.239-70	Information Technology Security Plan and Security Authorization	(Jun 2011)
GSAR 552.239-71	Safeguarding Sensitive Data and Security Requirements for Unclassified Information Technology Resources	(Jan 2012)

4.2.2 GSA IT SECURITY POLICIES INCORPORATED BY REFERENCE

Safeguarding Sensitive Data and Information Technology Resources

- In accordance with FAR 39.105, this section is included in the contract.
- This section applies to all who access or use GSA information technology (IT) resources or sensitive data, including awardees, contractors, subcontractors, lessors, suppliers and manufacturers.

- c. The GSA policies as identified in paragraphs (d), (e) and (f) of this section are applicable to the contract. These policies can be found at <http://www.gsa.gov/directives>.
- d. All of the GSA policies listed in this paragraph must be followed.
 - 1. CIO P 1878.2A Conducting Privacy Impact Assessments (PIAs) in GSA
 - 2. CIO P 2100.1 GSA Information Technology (IT) Security Policy
 - 3. CIO P 2180.1 GSA Rules of Behavior for Handling Personally Identifiable Information (PII)
 - 4. CIO 9297.1 GSA Data Release Policy
 - 5. CIO 9297.2B GSA Information Breach Notification Policy
- e. All of the GSA policies listed in this paragraph must be followed, when inside a GSA building or inside a GSA firewall.
 - 1. CIO P 2100.2B GSA Wireless Local Area Network (LAN) Security
 - 2. CIO 2100.3B Mandatory Information Technology (IT) Security Training Requirement for Agency and Contractor Employees with Significant Security Responsibilities
 - 3. CIO 2104.1A GSA Information Technology IT General Rules of Behavior
 - 4. CIO 2182.2 Mandatory Use of Personal Identity Verification (PIV) Credentials
 - 5. ADM P 9732.1D Suitability and Personnel Security
- f. The GSA policies listed in this paragraph must be followed.
 - 1. ☐ CIO 2102.1 Information Technology (IT) Integration Policy
 - 2. ☒ CIO 2105.1C GSA Section 508: Managing Information and Communication Technology (ICT) for Individuals with Disabilities
 - 3. ☒ CIO 2106.1 GSA Social Media Policy
 - 4. ☒ CIO 2107.1 Implementation of the Online Resource Reservation Software
 - 5. ☒ CIO 2108.1 Software License Management
 - 6. ☒ CIO 2160.2B GSA Electronic Messaging and Related Services
 - 7. ☒ CIO 2160.4A Provisioning of Information Technology (IT) Devices
 - 8. ☒ CIO 2162.1 Digital Signatures
 - 9. ☒ CIO P 2165.2 GSA Telecommunications Policy
- g. The contractor and subcontractors must insert the substance of this section in all subcontracts.

4.2.3 Task Order Level Clauses Incorporated in Full Text

52.217-9 Option to Extend the Term of the Contract (Mar 2000)

- (a) The Government may extend the term of this contract by written notice to the Contractor within 60 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 90 days before the contract expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed sixty months.

(End of clause)

52.232-19 Availability of Funds for the Next Fiscal Year (Apr 1984)

Funds are not presently available for performance under this contract beyond the base year period of performance. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond the base year period of performance, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

52.232-99 PROVIDING ACCELERATED PAYMENT TO SMALL BUSINESS SUBCONTRACTORS (DEC 2013)

(a) Upon receipt of accelerated payments from the Government, the Contractor shall make accelerated payments to its small business subcontractors under this contract, to the maximum extent practicable and prior to when such payment is otherwise required under the applicable contract or subcontract, after receipt of a proper invoice and all other required documentation from the small business subcontractor.

(b) The acceleration of payments under this clause does not provide any new rights under the Prompt Payment Act.

(c) Include the substance of this clause, including this paragraph (c), in all subcontracts with small business concerns, including subcontracts with small business concerns for the acquisition of commercial items.

Clause No	Title	Date
52.217-8	Option to Extend Services (a) Fill-In Date: 5 Days	NOV 1999

4.3 Individuals Authorized to Commit the Government

For purposes of the resultant Task Order, only the GSA OIA Contracting Officer, acting within the scope of their warrant authority, are empowered to execute contract actions, and any necessary modifications thereto.

The Contracting Officer is the only person authorized to approve any changes in the scope of work for this requirement. In the event the contractor effects any changes at the direction of any person other than the Contracting Officer, the changes shall be considered to have been made without authority and no adjustment will be made in the contract price to cover any increase of expenses incurred as a result thereof.

The Primary Contracting Officer for the Task Order shall be as follows:

Patricia Sylvester E-mail: patricia.sylvester@gsa.gov, Tel.:202-260-6889

4.4 Contracting Officer's Representative (COR):

Any individual delegated as the Contracting Officer's Representative (COR) under the resultant Task Order shall be limited to technical cognizance and performance oversight. The COR shall not at any time execute contract actions or modifications therein. The Contracting Officer shall issue a formal COR appointment letter, to be included with the resultant task order award package, and shall provide a copy to the Contractor. Responsibilities and limitations on authority specific to the resultant Task Order shall be identified within the appointment letter. Any changes to the COR or assigned duties therein shall be made in writing by the Contracting Officer.

The Contracting Officer's Representative (COR) and/or Program Manager shall assist in monitoring the contractor's performance. The contractor's performance shall be evaluated by the COR and Program Manager unless otherwise required.

The COR shall contact the Contracting Officer for any changes needed on the requirement. The Primary Contracting Officer's Representative for the Task Order shall be as follows:

TBD

4.5 Funding and Payment:

Prompt Payment Requirements: Payments will be processed in accordance with FAR Clause 52.212-4(i) Payments as supplemented and deviated from in GSAM Clause 552.212-4.

INVOICES: The Contractor shall submit billings not more than monthly in accordance with the instructions below.

Submission of Original Invoices:

Invoices shall be submitted no later than the fifteenth calendar day of the month following performance and must be accompanied by all monthly status reports submitted during that period. The COR and CO shall receive a copy of the invoice and all supporting documentation. This can be done before, but no later than, the same time as invoice submission to the GSA Finance Office.

Invoices are authorized for payment upon the Government's receipt and acceptance of deliverables specified in the contract and the receipt of a valid invoice. Invoices, to be proper and payable, must include the following information:

1. Name and address of the Contractor, and
2. Invoice date and number, and
3. Contract Number, Order Number, and Pegasys Document Number (PDN) (listed in Block 20 of the SF-1449 or Block 4 of SF-300), any Contract Line Item Numbers, and the project title (Nationwide Communication Support Services) and
4. Description of the services provided including quantity, unit of measure, unit price and extended price of the item(s) delivered; period of service and/or dates that services were provided, etc., and
5. Name and address of official to whom payment is to be sent, and
6. Name, title, and phone number of person to be notified in event of defective invoice; and

7. Taxpayer Identification Number (TIN). The Contractor shall include its TIN on the invoice.

The Contractor shall submit an original invoice for payment to GSA Financial Operations & Disbursement Division.

KANSAS CITY INVOICING:

When invoicing GSA, cite the order number in Block 2, the contract number in Block 3 and the PDN number in Block 4 of the GSA Form 300. All invoices shall be submitted electronically. Password and electronic invoice access is obtained through VCSS, <https://vcss.ocfo.gsa.gov>. For assistance with how to setup electronic invoicing or payment related information, please contact GSA Finance Customer Support (800) 676-3690 or kc-acctspayable.vcss@gsa.gov. A copy of the invoice must be sent to the Program Office POC, Sarah Puleo for approval. A courtesy copy of the invoice must also be sent to the contracting office POC, Patricia Sylvester (patricia.sylvester@gsa.gov) for the official contract file.

Electronic Submission: The Vendor and Customer Self Service (VCSS) system, implemented by the General Services Administration (GSA), is a web-based application that allows vendors to create and process their invoices electronically (paperless) and track the status of payments made by GSA, and allows customers to view billing and payment information.

Any vendor requesting registration in VCSS must have a valid DUNS/DUNS+4 number and must register in the System for Award Management (SAM) database prior to registering in VCSS. Vendors can contact Dun & Bradstreet at <http://fedgov.dnb.com/webformto> to obtain a DUNS/DUNS+4 number. The vendor must ensure that their SAM registration remains active at all times.

A duplicate invoice with supporting documentation is sent to the COR and CO identified in the contract award. Who shall confirm deliveries or performance made against the invoiced line items to ensure that the correct amounts have been billed and documents any price reductions. The COR shall then sign the invoice and complete the Receiving Report to authorize the GSA's payment office to process payment of the invoices.

Please Note: Failure to send both copies could delay your payment.

Invoices for final payment must be so identified and submitted when tasks have been completed and no further charges are to be incurred. These close-out invoices, or a written notification that final invoicing has been completed, must be submitted to the ordering agency within 30 days of task order completion.

A copy of the written acceptance of task completion must be attached to final invoices. If the contractor requires an extension of the 30- day period, a request with supporting rationale must be received prior to the end of the 30-day period.

4.6 Contractor Performance Assessment Reporting System (CPARS):

GSA OIA shall prepare evaluations of contractor's performance under the resultant Task Order. In addition to a final CPARS assessment, interim evaluations shall also be completed annually. The contractor shall designate an appropriate point of contact (including name, telephone number and email) for use in registration of the resultant task order in the CPARS system for use in completing performance assessments. Performance assessments will be routed to this individual through the CPARS portal for coordinating comments with the Contractor in accordance with FAR Section 42.1502. Any updates to the identified point of contract shall be made in writing to the Contracting Officer within five (5) business days to ensure timely update of the communication matrices housed within the CPARS portal.

4.7 Contractor Non-Disclosure Requirements and Organizational Conflict of Interest

- a. Contractors may require access to program sensitive information or pre-decisional, sensitive information, and may be required to complete non-disclosure forms. The forms will restrict any use of inside information as procurement sensitive. Non-disclosure forms will be kept on file with the COR.
- b. The Contractor may have access to information by virtue of their performance under this contract that could give rise to a potential (real or perceived) Organizational Conflict of Interest (OCI). Therefore, the Contractor shall ensure that it remains free from or satisfactorily mitigates any potential (real or perceived) OCI associated with this effort by providing written notice, and its proposed mitigation plan, to the Contracting Officer as soon as practicable after identifying the potential OCI. The Contracting Officer will consider the proposed mitigation plan and take whatever steps necessary to protect the Government's best interest.

4.8 Data Security and Privacy

The contractor shall be responsible for properly protecting all information used, gathered, disclosed, or developed as a result of work under this contract. The contractor shall also protect all government data by treating information as sensitive. All information gathered or created under this contract shall be considered as confidential information. The Contractor shall protect all government data by taking necessary measures to ensure only authorized personnel have access to the GSA systems used in the management of OSC's digital assets. The Contractor shall follow GSA IT Security Practices and use appropriate safeguards to maintain its security in accordance with minimum Federal standards.

It is anticipated that this information will be gathered, created and stored within the primary work location. If contractor personnel must remove any information from the primary work area they should protect it to the same extent they would their proprietary data and/or company trade secrets. The information shall not be disclosed, copied, modified, used (except in completion of a task order) or otherwise disseminated to any other person or entity at any time to include, but not limited to inclusion in any database external to GSA without GSA's expressed consent.

All data, reports and other products created as a result of these services will remain the property of the government and should be provided in their entirety to the government program manager as they are completed.

When no longer required, any government information, data, and/or equipment shall be returned

to government control, destroyed, or held until otherwise directed by the Contracting Officer. Delivered data shall conform to an industry standard format capable of being transported to other systems such as mbox, pst, xml or other mutually agreed to format with specified format(s) data will be provided in.

The Contractor shall manage data remnants throughout the data life cycle according to:

- NIST Special Publication 800-88: Guidelines for Media Sanitization, September 2006, or any revised versions thereafter.
- DoD 5220.22-M: National Industrial Security Program Operating Manual (NISPOM), February 2006, or any revised versions thereafter

The Contractor shall provide security mechanisms for handling data at rest and in transit in accordance with FIPS 140-2 encryption standards.

4.8.1 Privacy

Anticipated work may require that Contractor personnel to have access to Privacy Information. Contractor personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations.

The GSA information systems are the property of the government. The Contractor shall be responsible for adhering to all aspects of the Privacy Act and is prohibited from removing from the worksite any programs, documentation, or data without the knowledge and written approval of the government project manager.

4.9 Data Rights

The Government shall have unlimited use rights, at no additional cost to the Government, for all intellectual property developed or delivered in accordance with a task order. This right does not abrogate any other Government rights. Anything produced belongs to the Government with no restrictions. Anything that is licensed, copyrighted to be used in deliverables to the Government must be identified prior to award of each task order and approval made by GSA.

Government data rights of software deliverables shall be in accordance with FAR 52.227-19 Commercial Computer Software License and/or FAR 52.227-14 Rights in Data - General.

Ownership of data entered into any and all systems, system documentation, all deliverables produced in the performance of this contract, and other related system information shall reside with the Government.

4.10 Facilities Security

The Federal Acquisition Regulation (FAR) Council requires that all federal entities ensure that all Contractors have current and approved security background investigations that are equivalent to investigations performed on Federal employees.

In accordance with Homeland Security Presidential Directive 12 (HSPD-12) and GSA regulations, contractor employees who required access to GSA facilities and IT systems, must

receive a successful determination from the security clearance process to receive a GSA Access Card (Access Card), at the minimum, a Moderate Background Investigation with written Inquiries (MBI) is required. Successful results from the FBI National Criminal History Check (i.e., fingerprint check) portion must be received before an Access Card can be issued.

The vendor will adhere to all GSA facility security requirements and information technology security requirements. Contractor employees without government issued identification badges shall be escorted while in the Government building.

The Contractor shall return all badges to the government on the same day that an individual employee is terminated, and/or upon termination or completion of the Call Order. The Contractor shall notify the Government immediately of any lost or stolen badges. Any required identification badges shall be worn and displayed at all times. Contractor personnel shall submit a Request for Deletion of User ID when access is no longer required.

The Government assumes financial responsibility for any fees connected to the clearance process for contractor employees and the issuance and/or maintenance fees for the Access Card.

The Contractor shall obtain approved background investigations to accomplish its support to GSA. Contractor personnel shall be required to have the appropriate level of investigation and/or security clearance for each selected site and information system. Contractor personnel shall also be required to submit a Request for User ID when access is required to a government computer, to include the submission of proof, to GSA, that a favorable National Agency Check has been completed. The contractor may be required to have access to live data and/or sensitive information and resources during performance of this authorized access to such information and shall be required to sign a nondisclosure agreement. The contractor shall observe and comply with the security provisions in effect at each selected site. The results of these clearances shall be provided to the Federal Government ISSM or ISSO upon request, but consistent with maintaining privacy of the individuals. All personnel with access to root or pseudo root access of servers and database administrators must meet these requirements.

4.11 Ad Hoc or Situational Teleworking

The Federal telework program and policies does not cover Federal contractors. However, this does not prohibit and should not prevent contractor employees from teleworking as appropriate. This provision authorizes telework in the event of hazardous road conditions in the winter months, an office move, a COOP exercise, or an emergency. Telework arrangements for contractors should be negotiated with both the contractor's own employer and with the Task Order Contracting Officer Representative and Contracting Officer so policies and procedures are in agreement with all parties. Telework agreement must be coordinated on a task by task basis as needed. Teleworking must be approved by the Task Order Contracting Officer. A report of telework activities shall be submitted by the contractor employee to the contractor Program Manager for each day telework is performed. The Contractor Program Manager shall submit the report to the Task Order Contracting Officer and Task Order Contracting Officer Representative by the end of each telework day.

4.12 Copyright Notice

The Contractor shall place the following copyright notice on all materials, documents, deliverables, etc. developed during performance of this contract.

This work, authored by [contractor name] employees, was funded in whole or in part by federal funds under U.S. Government contract [number] and is, therefore, subject to the following license: The government is granted for itself and others acting on its behalf a paid-up, nonexclusive, irrevocable, worldwide license in this work to use, reproduce, modify, prepare derivative works, disclose, distribute copies to the public, and perform publicly and display publicly, by or on behalf of the government. All other rights are reserved by the copyright owner.

For purposes of clarity, the intent of the government is for intellectual property to be vested in the Federal Government for work paid for by the Federal Government. All documents, graphics, and code created under this contract are the intellectual property of the Federal Government including, but not limited to, plans, reports, schedules, software code, software designs, graphics, etc. In the event that the Federal Government implements under this contract open-source software and pays for the cost of the implementation of open-source software, the final changes and edits to the code and configuration (such as work to integrate plug-ins) are the intellectual property of the Federal Government.

4.13 Quality Control

The contractor shall maintain an effective quality control program to ensure services are performed in accordance with this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. The contractor's quality control program is the means by which he assures himself that his work complies with the requirement of the contract. The quality control plan should be provided with the contractor's proposal and will be incorporated into the PWS.

SECTION V Task Order Price Schedule

5.1 GENERAL: Vendors shall prepare their price quotations for the task order using the attached Price Schedule template in MS Excel format. Vendors must ensure that their price quotations include proposed pricing for all tasks, CLINs, and deliverables as set forth in the PWS.

Price quotations that do not conform to the format in the attached Price Schedule template may be rejected and receive no further consideration for award purposes. Vendors shall indicate clearly only labor categories and associated hourly rates as set forth on their Schedule Contract.

47HAA018F0360 - Section J - Appendix - List of Attachments**Documents Table of Contents**

Attachment Number	Document Title	ECF
1	47HAA018Q0294 - Schatz - Price Quotation 8_22_18	43 - Evaluation
2	SCHATZ_Price_RFQ# 47HAA018Q0294 8_22_18	43 - Evaluation
3	47HAA018Q0294_Schatz_Technical Quotation_073018	10 - RFP/RFQ and Amendments

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE 1 OF 6 PAGES	
2. AMENDMENT/MODIFICATION NUMBER PO0008		3. EFFECTIVE DATE 9/5/2021		4. REQUISITION/PURCHASE REQUISITION NUMBER GQZOS-18-0003		5. PROJECT NUMBER (If applicable)	
6. ISSUED BY OAS, Office of Internal Acquisition, Acquisition Operations Division 1800 F ST NW., 7th Floor Washington DC 20405 USA		CODE H1AA		7. ADMINISTERED BY (If other than Item 6) OAS, Office of Internal Acquisition, Acquisition Operations Division 1800 F ST NW., 7th Floor Washington DC 20405 USA		CODE H1AA	
8. NAME AND ADDRESS OF CONTRACTOR (Number, street, county, State and ZIP Code) SCHATZ PUBLISHING GROUP, LLC 11950 West Highland Ave Blackwell, OK 74631 DUNS: 838756963 Cage Code: 1J4G1				(X)		9A. AMENDMENT OF SOLICITATION NUMBER	
				<input type="checkbox"/>		9B. DATED (SEE ITEM 11)	
				<input checked="" type="checkbox"/>		10A. MODIFICATION OF CONTRACT/ORDER NUMBER GS-23F-0137R/47HAA018F0360	
				<input type="checkbox"/>		10B. DATED (SEE ITEM 13) 8/30/2018	
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required) Modification Obligation Amount: \$757,851.20							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NUMBER AS DESCRIBED IN ITEM 14.							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER IN ITEM 10A.						
<input type="checkbox"/>							
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
<input checked="" type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.217-9 (Option to Extend the Term of the Contract); FAR 52.212-4(c) (Changes)						
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)						
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)							
The purpose of this modification is to:							
(1) Exercise Option 3 period of the of performance covering Period of performance 09/05/2021 through 09/04/2022, by fully funding mandatory CLINs 3001 (\$81,582.77), 3002 (\$69,882.08), 3004 (\$69,882.08), 3005 (\$228,396.77) and 3006 (\$308,107.50) for the total obligated value of \$757,851.20....							
[See Description of Modification Continuation Page]							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print) Sheree Lewis, Manager				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Nina Malakouti, Supervisory Contract Specialist			
15B. CONTRACTOR/OFFEROR LEWIS.SHEREE.DIANE.1 221363260		15C. DATE SIGNED 8/26/2021		16B. UNITED STATES OF AMERICA GULNUR MALAKOUTI-ZAMIR		16C. DATE SIGNED 08/26/2021	
Digitally signed by LEWIS.SHEREE.DIANE.1221363260 Date: 2021.08.26 12:03:30 -05'00'				Digitally signed by GULNUR MALAKOUTI-ZAMIR Date: 2021.08.26 13:29:11 -04'00'			
(Signature of person authorized to sign)				(Signature of Contracting Officer)			

INSTRUCTIONS (*Back Page*):

Instructions for items other than those that are self-explanatory, are as follows:

- (a) Item 1 (Contract ID Code). Insert the contract type identification code that appears in the title block of the contract being modified.
- (b) Item 3 (Effective date).
- (1) For a solicitation amendment, change order, or administrative change, the effective date shall be the issue date of the amendment, change order, or administrative change.
- (2) For a supplemental agreement, the effective date shall be the date agreed to by the contracting parties.
- (3) For a modification issued as an initial or confirming notice of termination for the convenience of the Government, the effective date and the modification number of the confirming notice shall be the same as the effective date and modification number of the initial notice.
- (4) For a modification converting a termination for default to a termination for the convenience of the Government, the effective date shall be the same as the effective date of the termination for default.
- (5) For a modification confirming the contracting officer's determination of the amount due in settlement of a contract termination, the effective date shall be the same as the effective date of the initial decision.
- (c) Item 6 (Issued By). Insert the name and address of the issuing office. If applicable, insert the appropriate issuing office code in the code block.
- (d) Item 8 (Name and Address of Contractor). For modifications to a contract or order, enter the contractor's name, address, and code as shown in the original contract or order, unless changed by this or a previous modification.
- (e) Items 9, (Amendment of Solicitation Number - Dated), and 10, (Modification of Contract/Order Number - Dated). Check the appropriate box and in the corresponding blanks insert the number and date of the original solicitation, contract, or order.
- (f) Item 12 (Accounting and Appropriation Data). When appropriate, indicate the impact of the modification on each affected accounting classification by inserting one of the following entries:
- (1) Accounting classification _____
Net increase \$ _____
- (2) Accounting classification _____
Net decrease \$ _____
- NOTE: If there are changes to multiple accounting classifications that cannot be placed in block 12, insert an asterisk and the words "See continuation sheet".
- (g) Item 13. Check the appropriate box to indicate the type of modification. Insert in the corresponding blank the authority under which the modification is issued. Check whether or not contractor must sign this document. (See FAR 43.103.)
- (h) Item 14 (Description of Amendment/Modification).
- (1) Organize amendments or modifications under the appropriate Uniform Contract Format (UCF) section headings from the applicable solicitation or contract. The UCF table of contents, however, shall not be set forth in this document.
- (2) Indicate the impact of the modification on the overall total contract price by inserting one of the following entries:
- (i) Total contract price increased by \$ _____
- (ii) Total contract price decreased by \$ _____
- (iii) Total contract price unchanged.
- (3) State reason for modification.
- (4) When removing, reinstating, or adding funds, identify the contract items and accounting classifications.
- (5) When the SF 30 is used to reflect a determination by the contracting officer of the amount due in settlement of a contract terminated for the convenience of the Government, the entry in Item 14 of the modification may be limited to --
- (i) A reference to the letter determination; and
- (ii) A statement of the net amount determined to be due in settlement of the contract.
- (6) Include subject matter or short title of solicitation/contract where feasible.
- (i) Item 16B. The contracting officer's signature is not required on solicitation amendments. The contracting officer's signature is normally affixed last on supplemental agreements.

Description of Modification Continuation Page

...

(2) Due to changes in the government requirements iaw revised PWS dated 08/20/2021 and the contractor's technical quote dated 08/24/21, Task 4.3 (CLINs 3003, 4003) is redesignated from "mandatory" to "optional" with CLIN 3003 price revised to \$30,212.78; CLIN 3001 price revised to \$81,582.77; CLIN 3002 price revised to \$69,882.08; CLIN 3004 revised to \$69,882.08; CLIN 3005 price revised to \$228,396.77; CLIN 3006 price revised to \$308,107.50.

Total awarded value of this task order is increased to \$4,094,075.49. Total obligated value of this task order is increased to \$3,190,152.87.

All other terms and conditions the same.

SF30 List of Accounting Strings

Accounting String	Amount Obligated
GD-47HAA018F0360.2019.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0022.....	\$112,476.95
GD-47HAA018F0360.2020.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0007.....	\$321,129.94
GD-47HAA018F0360.2020.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0004.....	\$163,165.54
GD-47HAA018F0360.2020.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0007.....	\$0.00
GD-47HAA018F0360.2020.262X.00.S00ZCR40.CST1.CSO40.H01.WZ0010.....	\$0.00
GD-47HAA018F0360.2020.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0022.....	\$0.00
GD-47HAA018F0360.2020.262X.00.S00ZOS00.CST1.CSO40.H02.WZ0019.....	\$0.00
GD-47HAA018F0360.2020.262X.00.S00ZOS00.CST1.CSO40.H01.WZ0020.....	\$0.00
GD-47HAA018F0360.2020.262X.00.S00ZOS00.CST1.CSO40.H02.WZ0022.....	\$308,107.50
GD-47HAA018F0360.2020.262X.00.S00ZOS00.CST1.CSO40.H02.WZ0010.....	\$228,396.77
GD-47HAA018F0360.2018.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0004.....	\$291,200.00
GD-47HAA018F0360.2021.262X.00.S00ZC100.CST1.CSO40.H02.WZ0007.....	\$151,464.85
GD-47HAA018F0360.2021.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0022.....	\$228,396.77
GD-47HAA018F0360.2021.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0017.....	\$308,107.50
GD-47HAA018F0360.2021.262X.00.S00ZC300.CST1.CSO40.H02.WZ0007.....	\$69,882.08
GD-47HAA018F0360.2018.262X.00.S00ZCR40.CST1.CSO40.H02.WZ0010.....	\$262,417.90
GD-47HAA018F0360.2018.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0022.....	\$138,666.00
GD-47HAA018F0360.2019.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0004.....	\$251,340.82
GD-47HAA018F0360.2019.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0007.....	\$121,163.80
GD-47HAA018F0360.2019.262X.00.S00ZCR40.CST1.CSO40.H02.WZ0010.....	\$234,236.45

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
3001	SOO Task 4.1 Option Period 3 (FFP- Mandatory) Create communication products for both internal and external audiences. GD-47HAA018F0360.2021.262X.00.S00ZC100.CST1.CSO40.H02.WZ0007.. Obligated: \$81,582.77 PoP: 09/05/2021 - 09/04/2022	1	EA	\$81,582.77	\$81,582.77
3002	SOO Task 4.2 Option Period 3 (FFP- Mandatory) Create web content management support for the GSA public website and intranet site. GD-47HAA018F0360.2021.262X.00.S00ZC100.CST1.CSO40.H02.WZ0007.. Obligated: \$69,882.08 PoP: 09/05/2021 - 09/04/2022	1	EA	\$69,882.08	\$69,882.08
3003	SOO Task 4.3 Option Period 3 (FFP-OPTIONAL) Research, execute, and evaluate communication plans for projects, programs, and initiatives. PoP: 09/05/2021 - 09/04/2022	1	EA	\$30,212.78	\$30,212.78
3004	SOO Task 4.4 Option Period 3 (FFP-Mandatory) Utilize social media as a communication method. GD-47HAA018F0360.2021.262X.00.S00ZC300.CST1.CSO40.H02.WZ0007.. Obligated: \$69,882.08 PoP: 09/05/2021 - 09/04/2022	1	EA	\$69,882.08	\$69,882.08
3005	SOO Task 4.5 Option Period 3 (FFP - Mandatory) Prepare graphics products. GD-47HAA018F0360.2021.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0022.. Obligated: \$228,396.77 PoP: 09/05/2021 - 09/04/2022	1	EA	\$228,396.77	\$228,396.77
3006	SOO Task 4.6 Option Period 3 (FFP - Mandatory) Prepare video products. Mod PC0003 - Add additional creation of 2-3 video packages per month and the management of 6-10 videotaped events per month to Section 4.6 of the PWS. Contractor quote dated 11/12/2019 is hereby incorporated.	1	EA	\$308,107.50	\$308,107.50

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	GD-47HAA018F0360.2021.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0017.. Obligated: \$308,107.50 PoP: 09/05/2021 - 09/04/2022				
3007	SOO Task 4.7 Surge support for Tasks 4.1 - 4.3 Option Period 3 (OPTIONAL) Surge support for Tasks 4.1 - 4.3 PoP: 09/05/2021 - 09/04/2022				\$12,359.88
3007A	SOO Task 4.7 Surge Support for Task 4.1 Option Period 3 (Optional - FFP) Surge support for Task 4.1 Option Period 3 PoP: 09/05/2021 - 09/04/2022	1	EA	\$4,119.96	\$4,119.96
3007B	SOO Task 4.7 Surge support for Task 4.2 Option Period 3 (Optional - FFP) Surge support for Task 4.2 Option Period 3 PoP: 09/05/2021 - 09/04/2022	1	EA	\$4,119.96	\$4,119.96
3007C	SOO Task 4.7 Surge support for Task 4.3 Option Period 3 (Optional - FFP) Surge support for Task 4.3 Option Period 3 PoP: 09/05/2021 - 09/04/2022	1	EA	\$4,119.96	\$4,119.96
3008	SOO Task 4.8 Transition Phase Out Activities Option Period 3 (FFP - Optional) Transition Phase Out Activities PoP: 09/05/2021 - 09/04/2022	1	EA	\$4,119.96	\$4,119.96
3009	Other Direct Costs (Travel) NTE \$10,000/year Other Direct Costs (Travel) NTE \$10,000/year Option Period 3 PoP: 09/05/2021 - 09/04/2022	1	EA	\$10,000.00	\$10,000.00
4003	SOO Task 4.3 Option Period 4 (FFP-OPTIONAL) Research, execute, and evaluate communication plans for projects, programs, and initiatives. PoP: 09/05/2022 - 09/04/2023	1	EA	(b) (4)	(b) (4)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE 1 OF 3 PAGES	
2. AMENDMENT/MODIFICATION NUMBER PA0011		3. EFFECTIVE DATE 7/28/2022		4. REQUISITION/PURCHASE REQUISITION NUMBER GQZOS-18-0003		5. PROJECT NUMBER (If applicable)	
6. ISSUED BY OAS, Office of Internal Acquisition, Acquisition Operations Division 1800 F ST NW., 7th Floor Washington, DC 20405 USA		CODE H1AA		7. ADMINISTERED BY (If other than Item 6) OAS, Office of Internal Acquisition, Acquisition Operations Division 1800 F ST NW., 7th Floor Washington, DC 20405 USA		CODE H1AA	
8. NAME AND ADDRESS OF CONTRACTOR (Number, street, county, State and ZIP Code) SCHATZ PUBLISHING GROUP, LLC 11950 West Highland Ave Blackwell, OK 74631 SAM Unique Entity ID (UEI): Q6ULESYWUAG6 Cage Code: 1J4G1				(X)		9A. AMENDMENT OF SOLICITATION NUMBER	
				<input type="checkbox"/>		9B. DATED (SEE ITEM 11)	
				(X)		10A. MODIFICATION OF CONTRACT/ORDER NUMBER GS-23F-0137R/47HAA018F0360	
				<input type="checkbox"/>		10B. DATED (SEE ITEM 13) 8/30/2018	
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required) Modification Obligation Amount: \$0.00							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NUMBER AS DESCRIBED IN ITEM 14.							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER IN ITEM 10A.						
<input type="checkbox"/>							
<input checked="" type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)						
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) The purpose of this modification is to designate Jeffrey White as the Contracting Officer Representative (COR).							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Katasha White, Contracting Officer			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
				(b) (6)			
(Signature of person authorized to sign)				(Signature of Contracting Officer)		07/27/2022	

INSTRUCTIONS (*Back Page*):

Instructions for items other than those that are self-explanatory, are as follows:

- (a) Item 1 (Contract ID Code). Insert the contract type identification code that appears in the title block of the contract being modified.
- (b) Item 3 (Effective date).
- (1) For a solicitation amendment, change order, or administrative change, the effective date shall be the issue date of the amendment, change order, or administrative change.
 - (2) For a supplemental agreement, the effective date shall be the date agreed to by the contracting parties.
 - (3) For a modification issued as an initial or confirming notice of termination for the convenience of the Government, the effective date and the modification number of the confirming notice shall be the same as the effective date and modification number of the initial notice.
 - (4) For a modification converting a termination for default to a termination for the convenience of the Government, the effective date shall be the same as the effective date of the termination for default.
 - (5) For a modification confirming the contracting officer's determination of the amount due in settlement of a contract termination, the effective date shall be the same as the effective date of the initial decision.
- (c) Item 6 (Issued By). Insert the name and address of the issuing office. If applicable, insert the appropriate issuing office code in the code block.
- (d) Item 8 (Name and Address of Contractor). For modifications to a contract or order, enter the contractor's name, address, and code as shown in the original contract or order, unless changed by this or a previous modification.
- (e) Items 9, (Amendment of Solicitation Number - Dated), and 10, (Modification of Contract/Order Number - Dated). Check the appropriate box and in the corresponding blanks insert the number and date of the original solicitation, contract, or order.
- (f) Item 12 (Accounting and Appropriation Data). When appropriate, indicate the impact of the modification on each affected accounting classification by inserting one of the following entries:
- (1) Accounting classification _____
Net increase \$ _____
 - (2) Accounting classification _____
Net decrease \$ _____
- NOTE: If there are changes to multiple accounting classifications that cannot be placed in block 12, insert an asterisk and the words "See continuation sheet".
- (g) Item 13. Check the appropriate box to indicate the type of modification. Insert in the corresponding blank the authority under which the modification is issued. Check whether or not contractor must sign this document. (See FAR 43.103.)
- (h) Item 14 (Description of Amendment/Modification).
- (1) Organize amendments or modifications under the appropriate Uniform Contract Format (UCF) section headings from the applicable solicitation or contract. The UCF table of contents, however, shall not be set forth in this document.
 - (2) Indicate the impact of the modification on the overall total contract price by inserting one of the following entries:
 - (i) Total contract price increased by \$ _____
 - (ii) Total contract price decreased by \$ _____
 - (iii) Total contract price unchanged.
 - (3) State reason for modification.
 - (4) When removing, reinstating, or adding funds, identify the contract items and accounting classifications.
 - (5) When the SF 30 is used to reflect a determination by the contracting officer of the amount due in settlement of a contract terminated for the convenience of the Government, the entry in Item 14 of the modification may be limited to --
 - (i) A reference to the letter determination; and
 - (ii) A statement of the net amount determined to be due in settlement of the contract.
 - (6) Include subject matter or short title of solicitation/contract where feasible.
- (i) Item 16B. The contracting officer's signature is not required on solicitation amendments. The contracting officer's signature is normally affixed last on supplemental agreements.

Description of Modification Continuation Page

Award Detail Changes

Changed Title from COVID-19 Safety Protocols to COR Redelelegation - Jeffrey White

PR Associations

Associated PR GQZOS-18-0003-M0016

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NUMBER PS0009	3. EFFECTIVE DATE H1AP	4. REQUISITION/PURCHASE REQUISITION NUMBER GQZOS-18-0003	5. PROJECT NUMBER (If applicable)
6. ISSUED BY OAS, Office of Internal Acquisition, Acquisition Policy and Workforce Division (H1AP) 1800 F ST NW, 7th Floor Washington, DC 20405 USA	CODE H1AP	7. ADMINISTERED BY (If other than Item 6) OAS, Office of Internal Acquisition, Acquisition Policy and Workforce Division (H1AP) 1800 F ST NW, 7th Floor Washington, DC 20405 USA	CODE H1AP
8. NAME AND ADDRESS OF CONTRACTOR (Number, street, county, State and ZIP Code) SCHATZ PUBLISHING GROUP, LLC 11950 West Highland Ave Blackwell, OK 74631 DUNS: 838756963 Cage Code: 1J4G1		(X)	9A. AMENDMENT OF SOLICITATION NUMBER
		<input type="checkbox"/>	9B. DATED (SEE ITEM 11)
		<input checked="" type="checkbox"/>	10A. MODIFICATION OF CONTRACT/ORDER NUMBER GS-23F-0137R/47HAA018F0360
			10B. DATED (SEE ITEM 13) 8/30/2018
CODE	FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

Modification Obligation Amount: \$0.00

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NUMBER AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input checked="" type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: By Mutual Agreement of the Contracting Parties in accordance with FAR 43.103(a)(3).
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)

See attached

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Sheree Lewis, Manager	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Nina Malakouti, Supervisory Contract Specialist
15B. CONTRACTOR/OFFEROR LEWIS.SHEREE.DIANE.1 221363260 <small>Digitally signed by LEWIS.SHEREE.DIANE.1221363260 Date: 2021.10.08 14:19:44 -05'00'</small>	15C. DATE SIGNED
16B. UNITED STATES OF AMERICA <small>DocuSigned by</small> (b) (6) <small>51A1F60D537A4680</small> <small>(Signature of Contracting Officer)</small>	16C. DATE SIGNED 10/13/2021
<small>(Signature of person authorized to sign)</small>	

Previous edition unusable

STANDARD FORM 30 (REV. 11/2016)

Prescribed by GSA FAR (48 CFR) 53.243

INSTRUCTIONS (*Back Page*):

Instructions for items other than those that are self-explanatory, are as follows:

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- (c) Item 6 (Issued By). Insert the name and address of the issuing office. If applicable, insert the appropriate issuing office code in the code block.
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- (e) Items 9, (Amendment of Solicitation Number - Dated), and 10, (Modification of Contract/Order Number - Dated). Check the appropriate box and in the corresponding blanks insert the number and date of the original solicitation, contract, or order.
- (f) Item 12 (Accounting and Appropriation Data). When appropriate, indicate the impact of the modification on each affected accounting classification by inserting one of the following entries:
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Net increase \$ _____
 - (2) Accounting classification _____
Net decrease \$ _____
- NOTE: If there are changes to multiple accounting classifications that cannot be placed in block 12, insert an asterisk and the words "See continuation sheet".
- (g) Item 13. Check the appropriate box to indicate the type of modification. Insert in the corresponding blank the authority under which the modification is issued. Check whether or not contractor must sign this document. (See FAR 43.103.)
- (h) Item 14 (Description of Amendment/Modification).
- (1) Organize amendments or modifications under the appropriate Uniform Contract Format (UCF) section headings from the applicable solicitation or contract. The UCF table of contents, however, shall not be set forth in this document.
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 - (iii) Total contract price unchanged.
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 - (i) A reference to the letter determination; and
 - (ii) A statement of the net amount determined to be due in settlement of the contract.
 - (6) Include subject matter or short title of solicitation/contract where feasible.
- (i) Item 16B. The contracting officer's signature is not required on solicitation amendments. The contracting officer's signature is normally affixed last on supplemental agreements.

COVID-19 Safety Protocols Modification

1. The purpose of this modification is to incorporate the following clause:

52.223-99 Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors (OCT 2021) (DEVIATION)

2. The full text of the incorporated clause is provided below:

52.223-99 Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors (OCT 2021) (DEVIATION)

(a) *Definition.* As used in this clause -

United States or its outlying areas means—

- (1) The fifty States;
- (2) The District of Columbia;
- (3) The commonwealths of Puerto Rico and the Northern Mariana Islands;
- (4) The territories of American Samoa, Guam, and the United States Virgin Islands; and
- (5) The minor outlying islands of Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Atoll.

(b) *Authority.* This clause implements Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors, dated September 9, 2021 (published in the Federal Register on September 14, 2021, 86 FR 50985).

(c) *Compliance.* The Contractor shall comply with all guidance, including guidance conveyed through Frequently Asked Questions, as amended during the performance of this contract, for contractor or subcontractor workplace locations published by the Safer Federal Workforce Task Force (Task Force Guidance) at <https://www.saferfederalworkforce.gov/contractors/>

(d) *Subcontracts.* The Contractor shall include the substance of this clause, including this paragraph (d), in subcontracts at any tier that exceed the simplified acquisition threshold, as defined in Federal Acquisition Regulation 2.101 on the date of subcontract award, and are for services, including construction, performed in whole or in part within the United States or its outlying areas.

(End of clause)

3. All other terms and conditions remain unchanged.

Certificate Of Completion

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Nina Malakouti



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nina.malakouti@gsa.gov

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OIA Deputy Director

Signed: 10/13/2021 6:51:03 PM

US General Services Administration

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Payment Events**Status****Timestamps**

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE 1 OF 5 PAGES
2. AMENDMENT/MODIFICATION NUMBER PC0003	3. EFFECTIVE DATE 11/20/2019	4. REQUISITION/PURCHASE REQUISITION NUMBER GQZOS-18-0003	5. PROJECT NUMBER (If applicable)	
5. ISSUED BY CODE H1AW OAS, Office of Internal Acquisition, Acquisition Services Division (H1AW) 1800 F ST NW Washington, DC 20405 USA		7. ADMINISTERED BY (If other than Item 6) CODE		
8. NAME AND ADDRESS OF CONTRACTOR (Number, street, county, State and ZIP Code) SCHATZ PUBLISHING GROUP, LLC 11950 West Highland Ave Blackwell, OK 74631 DUNS: 838756963 Cage Code: 1J4G1		(X)	9A. AMENDMENT OF SOLICITATION NUMBER	
			9B. DATED (SEE ITEM 11)	
		(X)	10A. MODIFICATION OF CONTRACT/ORDER NUMBER 47HAA018F0360	
			10B. DATED (SEE ITEM 13) 8/30/2018	
CODE	FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
Modification Obligation Amount: \$157,964.40

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NUMBER AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input checked="" type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.243-1 Changes - Fixed-Price
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
Please see attached

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) SHEREE LEWIS, MANAGER	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Bonnie Impastato, Contracting Officer
(b) (6) (Signature of person authorized to sign)	15C. DATE SIGNED 21 NOV 2019
	16B. UNITED STATES OF AMERICA (b) (6)
	16C. DATE SIGNED 11/21/2019

Description of Amendment/Modification

1. The purpose of Modification PC0003 is Add additional creation of 2-3 video packages per month and the management of 6-10 videotaped events per month to Section 4.6 of the PWS for Communication Support Services
2. Total contract funded value is being increased by \$157,964.40 (CLIN 1006) from \$709,218.02 to \$867,182.42.
3. The period of performance for the additional creation of video packages is 11/20/2019 - 09/04/2020.
4. All other terms and conditions remain unchanged.

PR Associations

Associated PR GQZOS-18-0003-M0010

Line Item Changes

Changed CLIN 1006 Unit Price from \$149,969.27 to \$307,933.67

Changed CLIN 1006 Amount from \$149,969.27 to \$307,933.67

Changed CLIN 1006 Description of Article or Services from Prepare video products. to Prepare video products. Mod PC0003 - Add additional creation of 2-3 video packages per month and the management of 6-10 videotaped events per month to Section 4.6 of the PWS. Contractor quote dated 11/12/2019 is hereby incorporated.

Changed CLIN 2006 Unit Price from \$151,462.37 to \$212,361.79

Changed CLIN 2006 Amount from \$151,462.37 to \$212,361.79

Changed CLIN 2006 Description of Article or Services from Prepare video products. to Prepare video products. Mod PC0003 - Add additional creation of 2-3 video packages per month and the management of 6-10 videotaped events per month to Section 4.6 of the PWS. Contractor quote dated 11/12/2019 is hereby incorporated.

Changed CLIN 3006 Unit Price from \$152,974.36 to \$214,485.41

Changed CLIN 3006 Amount from \$152,974.36 to \$214,485.41

Changed CLIN 3006 Description of Article or Services from Prepare video products. to Prepare video products. Mod PC0003 - Add additional creation of 2-3 video packages per month and the management of 6-10 videotaped events per month to Section 4.6 of the PWS. Contractor quote dated 11/12/2019 is hereby incorporated.

Changed CLIN 4006 Unit Price from \$154,505.24 to \$216,630.26

Changed CLIN 4006 Amount from \$154,505.24 to \$216,630.26

Changed CLIN 4006 Description of Article or Services from Prepare video products. to Prepare video products. Mod PC0003 - Add additional creation of 2-3 video packages per month and the management of 6-10 videotaped events per month to Section 4.6 of the PWS. Contractor quote dated 11/12/2019 is hereby incorporated

Funding Changes

Changed Award Obligated Value from \$1,411,501.92 to \$1,569,466.32

Changed 1006 and GD-47HAA018F0360.2020.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0007..... Amount Obligated from \$0.00 to \$157,964.40

SF30 List of Accounting Strings

Accounting String	Amount Obligated
GD-47HAA018F0360.2019.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0022.....	\$112,476.95
GD-47HAA018F0360.2020.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0007.....	\$157,964.40
GD-47HAA018F0360.2018.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0004.....	\$291,200.00
GD-47HAA018F0360.2018.262X.00.S00ZCR40.CST1.CSO40.H02.WZ0010.....	\$262,417.90
GD-47HAA018F0360.2018.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0022.....	\$138,666.00
GD-47HAA018F0360.2019.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0004.....	\$251,340.82
GD-47HAA018F0360.2019.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0007.....	\$121,163.80
GD-47HAA018F0360.2019.262X.00.S00ZCR40.CST1.CSO40.H02.WZ0010.....	\$234,236.45

					PAGE	OF
					4	5
ITEM NO., FORM OR STOCK NUMBER	DESCRIPTION OF ARTICLES OR SERVICES	QUAN-TITY	UNIT OF ISSUE	UNIT PRICE	AMOUNT	
1006	<p>SOO Task 4.6 Option Period 1 (FFP - Mandatory)</p> <p>Prepare video products. Mod PC0003 - Add additional creation of 2-3 video packages per month and the management of 6-10 videotaped events per month to Section 4.6 of the PWS. Contractor quote dated 11/12/2019 is hereby incorporated. GD-47HAA018F0360.2019.262X.00 S00ZCR10.CST1.CSO40.H02.WZ0004... ..</p> <p>Obligated: \$37,492.32</p> <p>GD-47HAA018F0360.2019.262X.00 S00ZOV00.CST1.CSO40.H02.WZ0022... ..</p> <p>Obligated: \$112,476.95</p> <p>GD-47HAA018F0360.2020.262X.00 S00ZOV00.CST1.CSO40.H02.WZ0007... ..</p> <p>Obligated: \$157,964.40</p> <p>PoP: 09/05/2019 - 09/04/2020</p>	1	EA	\$307,933.67	\$307,933.67	
2006	<p>SOO Task 4.6 Option Period 2 (FFP - Mandatory)</p> <p>Prepare video products. Mod PC0003 - Add additional creation of 2-3 video packages per month and the management of 6-10</p>	1	EA	(b) (4)	(b) (4)	

ITEM NO., FORM OR STOCK NUMBER	DESCRIPTION OF ARTICLES OR SERVICES	QUAN-TITY	UNIT OF ISSUE	UNIT PRICE	AMOUNT
3006	videotaped events per month to Section 4.6 of the PWS. Contractor quote dated 11/12/2019 is hereby incorporated. PoP: 09/05/2020 - 09/04/2021 SOO Task 4.6 Option Period 3 (FFP - Mandatory) Prepare video products. Mod PC0003 - Add additional creation of 2-3 video packages per month and the management of 6-10 videotaped events per month to Section 4.6 of the PWS. Contractor quote dated 11/12/2019 is hereby incorporated. PoP: 09/05/2021 - 09/04/2022	1	EA	(b) (4)	(b) (4)
4006	SOO Task 4.6 Option Period 4 (FFP - Mandatory) Prepare video products. Mod PC0003 - Add additional creation of 2-3 video packages per month and the management of 6-10 videotaped events per month to Section 4.6 of the PWS. Contractor quote dated 11/12/2019 is hereby incorporated PoP: 09/05/2022 - 09/04/2023	1	EA	(b) (4)	(b) (4)

Response to Solicitation for OSC Nationwide Communications Support Services



General Services Administration (GSA)

Contract #: 47HAA018F0360 mod

Submission Due: November 12, 2019

Submitted to:

General Services Administration

Attn: Bonnie Impastato, Contracting Officer

1800 F. Street NW

Washington, D.C. 20405



Price

For your contracting reference, the following information is provided for Schatz Strategy Group:

- TIN: (b) (4)
- NAICS: 541613
- CAGE Code: 1J4G1
- DUNS: 838756963
- GSA: GS23F0137R
- HUBZone certified
- Woman-owned
- Veteran-owned
- Small business
- SIN: 541 5



Submitted by:

SCHATZ
STRATEGY GROUP

700 12th Street NW, Suite 700, Washington, DC 20005

POC and Authorized Agent: Sheree Lewis

11950 W. Highland Ave, Blackwell, OK 74631

Phone: 580.628.4607 | Fax: 580.628.2011

Email: sheree.lewis@schatzpublishing.com

Website: www.schatzpublishing.com

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GENERAL PROPOSAL INFORMATION

This proposal is submitted by Schatz Publishing Group, LLC (Schatz).

Schatz fiscal year runs from January 1 through December 31.

Schatz takes no exceptions to the terms, conditions or requirements of the solicitation.

PRICE ASSUMPTIONS

CONTRACT TYPE

Schatz price proposal quoted herein are based upon the assumption that the mod will be made on a Firm Fixed Price (FFP) basis.

VALIDITY PERIOD OF PROPOSAL

Our proposal is firm for 120 days from the date of submission.

PERIOD OF PERFORMANCE

The period of performance for this contract will be date of award to 9/4/2020 with three 12-month option periods.

PLACE OF PERFORMANCE

The place of performance will be both at the Andrew W. Mellon Auditorium located at 1800 F St NW, Washington, DC.

TRAVEL

Travel outside the Washington DC metropolitan area will not be required. Any travel must be in accordance with FTR per diem and city pair costs.

REPRESENTATIONS AND CERTIFICATIONS

Schatz has completed the annual representations and certifications electronically via the System for Award Management (SAM) website (www.sam.gov).

AUTHORIZED NEGOTIATOR AND CONTRACTUAL POINT OF CONTACT

Schatz authorized representative for purposes of negotiation is:

Contractual POC:	Sheree Lewis
Email:	sheree.lewis@schatzpublishing.com
Phone Number:	(580) 628-4607

GSA CROSSFOOT AND DISCOUNTED RATES

Schatz GSA LCAT	GSA LCAT	GSA Rate	Discount Percent	Discounted Rate
Website Developer	Audio Visual Technician	(b) (4)	(b) (4)	(b) (4)

PRICE

	Rate	Hours	Cost
Option Period 1 (9 mos)	(b) (4)	2115	\$157,694.40
Option Period 2	(b) (4)	2820	\$212,361.79
Option Period 3	(b) (4)	2820	\$214,485.41
Option Period 4	(b) (4)	2820	\$216,630.26
TOTAL			\$801,171.87

General Services Administration (GSA)
Office of Strategic Communication

Performance Work Statement (PWS)
Nationwide Communication Support
Services

Amendment 00: July 13, 2018

Amendment 01: November 07, 2019

Version 2.0

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1.0 Background

GSA's Office of Strategic Communication (OSC) is responsible for ensuring Central Office and the agency's regions can adequately provide strategic communication services to its clients. GSA is in need of communication expertise to provide professional and effective communication material to internal organizations and external customers such as federal employees, vendors, and the general public.

2.0 Objectives

The key objective of this procurement is to obtain professional support services to assist GSA in performing its communication function. Competencies required include: Strong writing/editing skills, communication planning and coordinating, project management, web content management experience. Additionally, graphic design and video production and editing skills, including photography and video shooting and editing, digital image manipulation, and the design of reports, fact sheets, brochures, etc will be required.

3.0 Scope

GSA is looking for communication services to serve the needs of the entire organization. Specifically, we are looking for communication services to support GSA Region 1, communication services to support Region 2, and graphic artist and videography services, specializing in video production/editing, to support GSA's Central Office in Washington, D.C., and GSA Region 1, and graphic artist and web content management support services for GSA Regions 7, 8, 9, and 10.

4.0 Tasks/Performance Indicators

Tasks of this PWS include the following:

4.1 Create communication products for both internal and external audiences.

The contractor shall provide articles, speeches, talking points, presentations, photographs, and other basic communication products related to GSA's business outcomes as required. The format for these items should be discussed and coordinated with the government representative. Work will be consistent with professional industry standards and adherent to GSA policy and guidelines, under the supervision of a government official responsible for approving content. Due to the nature of the position in taking photographs of and providing speeches, talking points, and presentations to government representatives, the contractor shall perform this task at the location described in section 7.2. A rough estimate is for the creation of 4-6 of these products each week.

Performance Indicator	Performance Standards	Acceptable Quality Level	Incentives
Delivery of assigned	Tasks completed in	Minimum AQL: 90%	The Government may

products in a timely way. Time requirements will vary with product requested.	<p>accordance with time, scope, budget, and quality indicators.</p> <p>All work is in compliance with statutes, local policies, and style guides. Only minor modifications, if any, were made</p> <p>Questions about content scope, budget, timeline, and quality level were addressed ahead of accepting the task and any changes to these items during the course of executing the task were presented appropriately.</p>	<p>of requests are completed in accordance with performance standards.</p> <p>Incentive AQL: 95% of requests are completed in accordance with performance standards.</p>	<p>exercise the next option period of performance for this CLIN (if funding for the task order is available).</p> <p>The contractor and contractor staff will receive certificates of appreciation for their performance on this task.</p>
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4.2 Provide web content management support for the GSA public website and intranet site.

The contractor shall provide web content management support for the GSA public website and intranet site and should be familiar with the use of content management systems. The contractor shall provide basic edits to the content of webpages and should understand basic web management practices. Work will be consistent with professional industry standards and adherent to GSA policy and guidelines, under the supervision of a government official responsible for approving content. Due to the inter-related work of this task with the task described in 4.1, the government requests this task be performed perform at the location described in section 7.2. A rough estimate is for the creation or editing of 10-12 pages each week.

Performance Indicator	Performance Standards	Acceptable Quality Level	Incentives
Delivery of assigned products in a timely way, with page creation usually taking 2-3 days and page updating usually taking 1-2	<p>Tasks completed in accordance with time, scope, budget, and quality indicators.</p> <p>All work is in compliance with</p>	Minimum AQL: 90% of requests are completed in accordance with performance standards.	The Government may exercise the next option period of performance for this CLIN (if funding for the task order is available).

days to perform.	<p>statutes, local policies, and style guides. Only minor modifications, if any, were made.</p> <p>Questions about content scope, budget, timeline, and quality level were addressed ahead of accepting the task and any changes to these items during the course of executing the task were presented appropriately.</p>	Incentive AQL: 95% of requests are completed in accordance with performance standards.	The contractor and contractor staff will receive certificates of appreciation for their performance on this task.
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4.3 Research, execute, and evaluate communication plans for projects, programs, and initiatives.

The contractor shall have the knowledge and ability to conduct basic internet research to gauge current audience awareness and/or behaviors. The contractor shall have the knowledge and ability to execute communication plans based on the needs of the government to influence audience awareness and/or behaviors, including creating and adjusting messaging for communication products based on research gathered and analyzed. The contractor shall collect and analyze metrics for assessment of communication initiatives using Excel spreadsheets and other tools. Due to the inter-related work of this task with the task described in 4.1, the government requests this task be performed at the location described in section 7.2. A rough estimate is for the contractor to research or evaluate 0-2 communication plans each week.

Performance Indicator	Performance Standards	Acceptable Quality Level	Incentives
Communication research summaries and evaluation metrics provided in a timely way, usually taking 2-3 days to perform.	<p>Task completed in accordance with time, scope, budget, and quality indicators.</p> <p>All work is in compliance with statutes, local policies, and style guides. Only minor</p>	<p>Minimum AQL: 90% of requests are completed in accordance with performance standards.</p> <p>Incentive AQL: 95% of requests are completed in</p>	The Government may exercise the next option period of performance for this CLIN (if funding for the task order is available).

	<p>modifications, if any, were made.</p> <p>Questions about content scope, budget, timeline, and quality level were addressed ahead of accepting the task and any changes to these items during the course of executing the task were presented appropriately.</p>	<p>accordance with performance standards.</p>	<p>The contractor and contractor staff will receive certificates of appreciation for their performance on this task.</p>
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4.4 Utilize social media as a communication method.

The contractor shall provide quality and timely communication content including human interest stories and other success stories, supported by photographs and graphics for social media reporting and other presentations. The contractor shall support the daily management of social media content and engagement, as directed by OSC, clearing messaging and responses through regional federal government officials. The contractor shall provide monthly analytical reports on social media activity and interactivity. Due to the inter-related work of this task with the task described in 4.1, the government requests this task be performed at the location described in section 7.2. A rough estimate is for the creation 1-2 stories per week, the posting of 2-3 posts per week, and the running of analytics once per month.

Performance Indicator	Performance Standards	Acceptable Quality Level	Incentives
Monthly analytical reports and the timely completion of content requests, with most stories taking roughly 2-4 days to complete.	<p>Task completed in accordance with time, scope, budget, and quality indicators.</p> <p>All work is in compliance with statutes, local policies, and style guides. Only minor modifications, if any, were made.</p> <p>Questions about content scope, budget, timeline, and</p>	<p>Minimum AQL: 90% of requests are completed in accordance with performance standards.</p> <p>Incentive AQL: 95% of requests are completed in accordance with performance standards.</p>	<p>The Government may exercise the next option period of performance for this CLIN (if funding for the task order is available).</p> <p>The contractor and contractor staff will receive certificates of appreciation for their performance on this task.</p>

	quality level were addressed ahead of accepting the task and any changes to these items during the course of executing the task were presented appropriately.		
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4.5 Prepare graphics products and web content management support.

The contractor shall be able shoot, create, and edit various two-dimensional graphics products, including motion products, to be used on internal and external web pages and in a broad spectrum of printed communication products, including photos, posters, infographics, brochures, reports, and factsheets. Produced works will be archived in accordance with GSA and NARA policies. The contractor shall also update GSA web content management systems with this and other material as appropriate. Work will be consistent with professional industry standards and adherent to GSA policy and guidelines. The contractor will have the authority to meet with internal subject matter experts to discuss project details. This task can be done virtually or at the location described in section 7.2. A rough estimate is for the creation 1-2 2D graphics products per week, the shooting of 1-2 events per week, and the creation or editing of 6-8 webpages each week.

Performance Indicator	Performance Standards	Acceptable Quality Level	Incentives
Delivery of graphics products in a timely way, with most graphics products taking 2-3 days and page updating usually taking 1-2 days to perform	<p>Task completed in accordance with time, scope, budget, and quality indicators assigned by local government supervisor.</p> <p>All work is in compliance with statutes, local policies, and style guides. Only minor modifications, if any, were made by supervisor.</p> <p>Questions about content scope, budget, timeline, and</p>	<p>Minimum AQL: 90% of requests are completed in accordance with performance standards.</p> <p>Incentive AQL: 95% of requests are completed in accordance with performance standards.</p>	<p>The Government may exercise the next option period of performance for this CLIN (if funding for the task order is available).</p> <p>The contractor and contractor staff will receive certificates of appreciation for their performance on this task.</p>

	quality level were addressed ahead of accepting the task and any changes to these items during the course of executing the task were presented appropriately.		
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4.6 Prepare video products.

The contractor shall be able to shoot and edit video imagery using professional-grade equipment, set up lighting, audio, and assorted equipment for tapings and live broadcasts, and create various motion-graphic products to be used in a broad spectrum of digital and printed communication products. The contractor shall be able to create motion graphics products. Produced works will be archived by the contractor in accordance with GSA and NARA policies. The contractor will have the authority to meet with clients to discuss project details and logistical matters. Due to the nature of the position in shooting video and photographs of government representatives, the contractor shall perform this task at the location described in section 7.2. A rough estimate is for the creation of 2-3 video packages per month **and the management of 6-10 videotaped events per month.**

Performance Indicator	Performance Standards	Acceptable Quality Level	Incentives
Delivery of video products in a timely way, with most video products taking 4-7 days to create.	<p>Task completed in accordance with time, scope, budget, and quality indicators.</p> <p>All work is in compliance with statutes, local policies, and style guides. Only minor modifications, if any, were made.</p> <p>Questions about content scope, budget, timeline, and quality level were addressed ahead of accepting the task and any changes to these items during</p>	<p>Minimum AQL: 90% of requests are completed in accordance with performance standards.</p> <p>Incentive AQL: 95% of requests are completed in accordance with performance standards.</p>	<p>The Government may exercise the next option period of performance for this CLIN (if funding for the task order is available).</p> <p>The contractor and contractor staff will receive certificates of appreciation for their performance on this task.</p>

	the course of executing the task were presented appropriately.		
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4.7 Surge support (OPTIONAL).

Based on the nature of the work, there may be a need for an increase in workload to meet mission requirements. The contractor shall be prepared to provide support for unanticipated surge support requirements for tasks 4.1, 4.2, and 4.3. Surge support for each of these CLINs will be estimated at 5% of the parent CLIN. The Government reserves the right to shift support between surge CLINs as needed to address needs of the program office.

Performance Indicator	Performance Standards	Acceptable Quality Level	Incentives
Delivery of surge support upon request	<p>Task completed in accordance with time, scope, budget, and quality indicators.</p> <p>All work is in compliance with statutes, local policies, and style guides. Only minor modifications, if any, were made.</p> <p>Questions about content scope, budget, timeline, and quality level were addressed ahead of accepting the task and any changes to these items during the course of executing the task were presented appropriately.</p>	<p>Minimum AQL: 90% of requests are completed in accordance with performance standards.</p> <p>Incentive AQL: 95% of requests are completed in accordance with performance standards.</p>	<p>The Government may exercise the next option period of performance for this CLIN (if funding for the task order is available).</p> <p>The contractor and contractor staff will receive certificates of appreciation for their performance on this task.</p>

4.8 Transition Plan (Optional)

The contractor shall submit transition plans that reflect the contractor's methods for entering and exiting the TO seamlessly without having significant impact on the overall project/initiative to mitigate time delays and/or budget overruns.

Phase-In Plan

The Phase-In Plan shall ensure minimum disruption to vital Government business and its associated business units. The contractor shall ensure there will be no service degradation during or after transition. The contractor shall present a Phase-In Plan to include onboarding of personnel and project ramp-up during the Kick-Off Meeting. The plan shall also describe how the contractor will assign, inventory, and maintain record of any Government-furnished equipment or information, and a timeline for contractor Support Personnel to complete and submit contractor Information Worksheets to begin the badging process. The final version of the plan is due to the PM and COR NLT than five (5) business days after the kick-off meeting.

Phase-Out Plan

The Phase-Out Plan shall facilitate a seamless transition from the incumbent to incoming contractor/Government personnel at the end of the TO. The contractor shall submit a Phase-Out Plan NLT ninety (90) days prior to the expiration of the TO. The contractor shall identify how it will coordinate with the incoming contractor and/or Government personnel to transfer knowledge regarding the following:

- Project Management Processes
- Points of Contact
- Location of Technical and Project Management Documentation
- Status of Ongoing [Technical and Operational] Initiatives
- Appropriate Contractor-to-Contractor or Contractor-to-Government Coordination (ensuring seamless transition)
- Transition of Key Personnel
- Identify Accomplished, Problematic, and Failed Schedules and Milestones
- Identify Actions Required of the Government,
- Establish and Maintain Effective Communication with the Incoming Contractor/Government Personnel (for the remaining period of the transition via weekly status meetings)

In addition, the plan shall describe how the contractor will return all Government-furnished equipment and information, a timeline for offloading documents and the submission of final weekly and monthly reports.

5.0 General Requirements

5.1 Inspection and Acceptance of Deliverables

The Government will inspect and accept deliverables in accordance with FAR 52.212-4(a).

6.0 Task Order Type

Task order type will be Firm-Fixed Price (FFP) for all services. An other direct cost (ODC) CLIN

will be made available to address any government-directed, work-related travel for this requirement.

7.0 Period and Place of Performance

7.1 Period of Performance

The Period of Performance will be one year from date of award with four (4) twelve-month option periods. The government reserves the right not to exercise any option period. Work to complete the tasks will commence on the effective date of award with approval by the customer program office and the government Contracting Officer.

7.2 Place of Performance

The Government anticipates the services to be performed at the following locations:

- GSA Region 1 Headquarters, located at O'Neill Federal Building, 10 Causeway Street, Boston, MA 20114 -- Tasks 4.1, 4.2, 4.3, 4.4 and possibly 4.7 (The Government estimates duties in these tasks to take roughly 40 hours per week)
- GSA Region 2 Headquarters, located at One World Trade Center, New York, NY 10048-0000 -- Tasks 4.1, 4.2, 4.3, 4.4 and possibly 4.7 (The Government estimates duties in these tasks to take roughly 40 hours per week)
- GSA Central Office, located at 1800 F St NW, Washington, DC 20405 - Tasks 4.5 and 4.6 (The Government estimates duties in these tasks to take roughly 40 hours per week)
- Virtually or at either GSA's Region 8 Headquarters, located at One Denver Federal Center, Building 41, Denver Federal Center, Lakewood, CO 80225-0546 or GSA's Region 10 Headquarters, located at 400 15th St., SW, Auburn, WA 98001 -Task 4.5 (The Government estimates duties in these tasks to take roughly 60 hours per week)

For all contract employees, the government will provide the necessary resources and equipment, including computer and phone equipment and software. For all contract employees working on-site, the government will provide the necessary workspace. Contractor personnel should be available during customer agency normal core operating hours, normally Monday through Friday, 09:00a.m. to 4:00p.m. local time, except federal holidays. Core hours may be adjusted with the approval of the government project management and Contracting Officer. It is expected from time to time it will be necessary for the Contractor to work outside these core hours to facilitate change deployments or respond to and resolve website functionality failures.

7.2.1 Federal Holidays

The Contractor is not required to provide service on the following U.S. Federal holidays:

- New Year's Day,
- Martin Luther King Day,
- Presidents' Day,
- Memorial Day
- Independence Day,

- Labor Day,
- Columbus Day,
- Veterans' Day,
- Thanksgiving Day,
- Christmas Day,

7.3 Place of Delivery

The Contractor shall deliver all work electronically as indicated by the government project manager.

7.4 Travel

The Contractor may be required to travel in performance of orders issued under this contract. Incurred travel expenses and per diem shall be reimbursed for actual, allowable costs in accordance with the provisions of the Government's Federal Travel Regulations, set forth at 41 C.F.R. §§ 300 – 301. Travel in performance of the task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.

GSA has virtual meeting tools which must be considered for use before travel will be approved. A need for actual travel must be justified and approved in advance of such travel. Long distance travel is defined as travel outside of a 50 mile radius. Only long-distance travel will be reimbursed; local travel within a 50-mile radius will not be reimbursed. The Contractor(s) shall be required to provide the COR with a list of travel locations at least five (5) business days in advance of the intended travel date when possible. The written request must include: purpose of the trip, names of the individuals traveling, timeframe for travel and breakdown of the estimated costs. All travel requires the preapproval of the COR and CO before the Contractor is authorized to travel.

8.0 Contractor Personnel

The Contractor shall provide personnel with the necessary skills and level of expertise required to support the tasks to be performed under the PWS.

8.1 Key Personnel

Proposed key personnel team must include positions with subject matter expertise in Communications Support (minimum of 2 years experience in the industry) and Graphic Design (minimum of 4 years experience in the industry , including specialized experience in video production). Additional, non-key personnel may be utilized as deemed necessary by the Contractor over the life of the contract depending on Task Order requirements.

The Key Personnel qualifications listed below are the minimum requirements for task order award. Failure to provide a quotation that offers key personnel with these qualifications will render the quotation unacceptable and ineligible for award.

8.1.1 Key Personnel Resumes

Contractor key personnel resumes must be approved by the Government's Contracting Officer and the COR to certify that the labor category requirements are met. Resumes, references, and submitted writing and multimedia product samples will be reviewed and approved before personnel can perform on this Task Order.

8.1.2 Substitution and Replacement of Key Personnel

The personnel listed above are considered essential to the work being performed under this acquisition.

8.1.2.1 Contractor Requested Replacement

Before removing or replacing any of the listed or specified personnel, the Contractor shall (1) notify the Government (the Contracting Officer and COR) reasonably in advance and (2) provide a detailed explanation of the circumstances necessitating the proposed substitution, a complete resume for the proposed substitute, and any other information requested by the Government necessary to approve or disapprove the proposed substitution. The Government will evaluate such requests and promptly notify the Contractor of approval or disapproval in writing. All proposed substitutions shall be determined by the Government to have qualifications and job status equivalent to the person being replaced. Discussions with the replacement may be required by the Government to further assess the qualifications of the candidate

No change in Key Personnel shall be made by the Contractor without the prior written consent of the Contracting Officer via contract modification. However, in urgent situations, as determined or agreed to by the Contracting Officer or COR, an oral request to substitute Contractor Key Personnel may be approved and subsequently ratified by the Contracting Officer in writing. Such ratification shall constitute the consent of the Contracting Officer required by this paragraph. The Contracting Officer will notify the Contractor within ten business days after receipt of all required information of the decision on the substitution(s).

All Key Personnel shall have a commitment letter signed by the Contractor's authorized representative and the Key Personnel, committing the Key Personnel to the Task Order for a duration of no less than one year.

8.1.2.2 Government Requested Replacement

The Government shall require the Contractor to replace immediately any individual (key or non-key) provided who fails to perform his/her duties adequately, is chronically absent, and conducts himself/herself in a manner that is inconsistent with contractor employment handbook policies and practices, or engages in practices that are disruptive to the working environment.

8.2 Non-Personal Services

This task order shall not be used to procure personal services. This is prohibited by Federal Acquisition Regulation (FAR) Part 37.104 titled "Personal services contract."

8.3 Supervision

The Contractor shall provide full time supervision to assure conformance with the contract requirements.

The Contract Project Manager/Project Supervisor is the individual with overall responsibility for personnel working under this task order, and is responsible for coordinating matters of mutual concern with government representatives.

Upon task order award, the Contractor shall furnish to the Government Point of Contact (POC), the name of the person(s) designated and assigned to this task order as the Project Manager or Project Supervisor.

GSA's contract administration and monitoring shall not be detailed or continual as to constitute supervision of the contractor personnel. Government personnel may not perform any supervisory functions for contractor personnel such as interviewing, appraising individual performance, scheduling leave, scheduling work, or direction on how to perform work.

The contract personnel assigned to render services shall at all times be employees of the Contractor and under the direction and control of the Contractor. Notwithstanding any other provisions of this task order, the Contractor shall at all times be responsible for the supervision of its employees in the performance of the services required. At no time shall the contractor personnel be employees of the United States Government.

9.0 Other Direct Costs (ODCs)

All ODCs shall be approved by the Government prior to the Contractor incurring those costs and invoicing for them. The total aggregate amount of Other Direct Costs will not exceed \$10,000.00 for any one given year the task order is available. The Government does not anticipate a need for ODCs for the firm-fixed price line items being offered.

In the event any agreed to ODC requirement is not available on the contractor schedule, and is considered an open market purchase the "Terms of Services" must be reviewed by the Contracting Officer and Legal to ensure federal friendly terms prior to delivery of any tool or software or code. The Contractor shall use to the maximum extent possible GSA's Multiple Award Schedule (MAS) contract program when acquiring other direct costs.

10.0 Government Furnished Equipment (GFE)

Contractor personnel will be provided with GSA-issued laptops. All Contractor personnel are required, while clearances are being processed, to be equipped with a working laptop that has the Microsoft Office Suite (Word, Excel and PowerPoint), Google apps (Gmail, Google Drive, and Google Docs), and an email account (corporate or free) for use while their clearances are

being processed. When working at the government office, the laptop will also need to be equipped with a wireless card and account. It is a requirement that these resources be available until their clearances are completed. The clearance process can range from two weeks to several months. Once clearances are completed, if access to the GSA network is required, a GSA-issued laptop will be provided. Only GSA-issued laptops may connect to the GSA networks. However, Contractor personnel may use corporate or personal laptops within the building to access the Internet via wireless capabilities.

The government shall furnish the following resources:

- A. Graphics Style Guide
- B. Editorial Style Guide
- C. Documented Process for coordinating and tracking requests
- D. Agency Standards for conforming to 508 compliance elements
- E. Applicable agency directives and policies
- F. Access to OSC content management systems
- G. Access to Google Analytics
- H. Access to Web Link Validator and any other quality assurance tools
- I. Video production equipment, including a camera, lighting and audio equipment, and appropriate editing software

The Contractor shall ensure that appropriate administrative, technical, and physical safeguards are established to ensure the security and confidentiality of information, data, and/or equipment is properly protected. The Contractor shall be responsible for properly protecting all information used, gathered, or developed as a result of work under the Task Order in accordance with Section 11 of the PWS.

11.0 Points of Contact

Contracting Officer (CO)

Name: Patricia Sylvester

Address: 1800 F. Street NW, Washington, D.C. 20405

Email: patricia.sylvester@gsa.gov

Phone Number: 202-260-6889

Contracting Officer's Representative (COR)

Name: Sarah Puleo

Address: 1800 F St. NW, Washington, DC 20405

Email: sarah.puleo@gsa.gov

Phone Number: 215-446-2876

Contracting Officer's Representative (COR) Alternate

Name: Sarah Bryant

Address: 1800 F St. NW, Washington, DC 20405

Email: sarah.bryant@gsa.gov
Phone Number: 202-821-8534

Program Manager
Name: Justin Ward
Address: 1800 F St. NW, Washington, DC 20405
Email: justin.ward@gsa.gov
Phone Number: 202-969-7354

12.0 Delivery/Acceptance

12.1 Government Review Period

The Government will require 5 - 7 business days to review deliverables.

12.2 Inspection And Acceptance

The COR for this task order is a government official who has been delegated specific technical, functional and oversight responsibilities for this task order.

12.3 Deliverable Inspection and Acceptance Criteria

Final inspection and acceptance of all work performed, reports and other deliverables will be performed at the place of delivery specified by the COR.

12.4 Deliverable General Acceptance Criteria

General quality measures, as set forth below, will be applied to each work product received from the contractor under this performance work statement.

- Accuracy - Work Products shall be accurate in presentation, technical content, and adherence to accepted elements of style.
- Clarity - Work Products shall be clear and concise. Any/All diagrams shall be easy to understand, relevant to the supporting narrative, and 508 compliant.
- Consistency to Requirements - All work products must satisfy the requirements of this statement of objectives.
- File Editing - All text shall be editable by the Government.
- Functionality - All deliverables must be provided as a package of files that are fully functional within the systems utilized by GSA.
- Timelines - Work Products shall be submitted on or before the due date specified in this statement of work or submitted in accordance with a later scheduled date determined by the Government.

DEL. #	MILESTONE/ DELIVERABLE	CLIN	DUE DATE
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	Project Start (PS)		At TOA
1	Kick-Off Meeting Agenda		NLT 3 workdays prior to Kick-Off Meeting
2	Kick-Off Meeting		Within 25 workdays of TOA
3	Quarterly Status Report		Quarterly 10 th calendar day of every third month)
4	Trip Report(s)		Within 10 workdays following completion of each trip
5	Updated Baseline Quality Control Plan		Due at Kick-Off Meeting
6	Final Baseline Quality Control Plan		10 workdays after receipt of Government comments
7	Quality Control Plan Updates		As changes in program processes are identified
8	Updated Transition-In Plan		Due at Kick-Off Meeting
9	Final Transition-In Plan		10 workdays after receipt of Government comments
10	Draft Transition-Out Plan		Within 2 weeks of contract modification exercising optional CLIN for Transition Plan
11	Final Transition-Out Plan		10 workdays after receipt of Government comments

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE 1 OF 7 PAGES		
2. AMENDMENT/MODIFICATION NUMBER PS0004		3. EFFECTIVE DATE		4. REQUISITION/PURCHASE REQUISITION NUMBER GQZOS-18-0003		5. PROJECT NUMBER (If applicable)	
6. ISSUED BY OAS, Office of Internal Acquisition, Acquisition Operations Division 1800 F ST NW., 7th Floor Washington, DC 20405 USA		CODE H1AA		7. ADMINISTERED BY (If other than Item 6) OAS, Office of Internal Acquisition, Acquisition Operations Division 1800 F ST NW., 7th Floor Washington, DC 20405 USA		CODE H1AA	
8. NAME AND ADDRESS OF CONTRACTOR (Number, street, county, State and ZIP Code) SCHATZ PUBLISHING GROUP, LLC 11950 West Highland Ave Blackwell, OK 74631 DUNS: 838756963 Cage Code: 1J4G1				(X)		9A. AMENDMENT OF SOLICITATION NUMBER	
						9B. DATED (SEE ITEM 11)	
				(X)		10A. MODIFICATION OF CONTRACT/ORDER NUMBER 47HAA018F0360	
						10B. DATED (SEE ITEM 13) 8/30/2018	
CODE		FACILITY CODE					

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

Modification Obligation Amount: \$0.00

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NUMBER AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input checked="" type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)

Please see attached

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Sheree Lewis, Manager		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Bonnie Impastato, Contracting Officer	
15B. CONTRACTOR/OFFEROR LEWIS.SHEREE.DIANE.1 221363260 <small>Digitally signed by LEWIS.SHEREE.DIANE.1221363260 DN: cn=LEWIS.SHEREE.DIANE.1221363260, o=U.S. Government, ou=DoD, ou=PRQ, ou=CONTRACTOR, cn=LEWIS.SHEREE.DIANE.1221363260 Date: 2020.08.30 13:01:59 -0500</small>	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (b) (6)	16C. DATE SIGNED 08/03/2020
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

Previous edition unusable

SF 30, block 14:

1. This contract is hereby modified to include the following clauses:

FAR 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment (AUG 2019)

GSAR 552.204-70, Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment (DEVIATION I)(AUG 2019)

2. The full text of the incorporated clauses are provided below:

FAR 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment (Aug 2019)

(a) *Definitions.* As used in this clause—

“Covered foreign country” means The People’s Republic of China.

“Covered telecommunications equipment or services” means—

(1) Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities);

(2) For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);

(3) Telecommunications or video surveillance services provided by such entities or using such equipment; or

(4) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

“Critical technology” means—

(1) Defense articles or defense services included on the United States Munitions List set forth in the International Traffic in Arms Regulations under subchapter M of chapter I of title 22, Code of Federal Regulations;

(2) Items included on the Commerce Control List set forth in Supplement No. 1 to part 774 of the Export Administration Regulations under subchapter C of chapter VII of title 15, Code of Federal Regulations, and controlled-

(i) Pursuant to multilateral regimes, including for reasons relating to national security, chemical and biological weapons proliferation, nuclear nonproliferation, or missile technology; or

(ii) For reasons relating to regional stability or surreptitious listening;

(3) Specially designed and prepared nuclear equipment, parts and components, materials, software, and technology covered by part 810 of title 10, Code of Federal Regulations (relating to assistance to foreign atomic energy activities);

(4) Nuclear facilities, equipment, and material covered by part 110 of title 10, Code of Federal Regulations (relating to export and import of nuclear equipment and material);

(5) Select agents and toxins covered by part 331 of title 7, Code of Federal Regulations, part 121 of title 9 of such Code, or part 73 of title 42 of such Code; or

(6) Emerging and foundational technologies controlled pursuant to section 1758 of the Export Control Reform Act of 2018 (50 U.S.C. 4817).

“Substantial or essential component” means any component necessary for the proper function or performance of a piece of equipment, system, or service.

(b) *Prohibition.* Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. The Contractor is prohibited from providing to the Government any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in Federal Acquisition Regulation [4.2104](#).

(c) *Exceptions.* This clause does not prohibit contractors from providing—

(1) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(2) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(d) Reporting requirement.

(1) In the event the Contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the Contractor is notified of such by a subcontractor at any tier or by any other source, the Contractor shall report the information in paragraph (d)(2) of this clause to the Contracting Officer, unless elsewhere in this contract are established procedures for reporting the information; in the case of the Department of Defense, the Contractor shall report to the website at <https://dibnet.dod.mil>. For indefinite delivery contracts, the Contractor shall report to the Contracting Officer for the indefinite delivery contract and the Contracting Officer(s) for any affected order or, in the case of the Department of Defense, identify both the indefinite delivery contract and any affected orders in the report provided at <https://dibnet.dod.mil>.

(2) The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause

(i) Within one business day from the date of such identification or notification: the contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.

(ii) Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: any further available information about mitigation actions undertaken or recommended. In addition, the Contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.

(e) *Subcontracts*. The Contractor shall insert the substance of this clause, including this paragraph (e), in all subcontracts and other contractual instruments, including subcontracts for the acquisition of commercial items.

(End of clause)

GSAR 552.204-70, Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment (DEVIATION I)(AUG 2019)

(a) *Definitions*. As used in this clause-

“Covered telecommunications equipment or services”, “Critical technology”, and “Substantial or essential component” have the meanings provided in FAR 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

(b) *Prohibition.* Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. Contractors are not prohibited from providing-

(1) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(2) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(c) *Representation.* [Contractor to complete and submit to the Contracting Officer] The Offeror or Contractor represents that it [] will or [] will not provide covered telecommunications equipment or services to the Government in the performance of any contract, subcontract, order, or other contractual instrument resulting from this contract. This representation shall be provided as part of the proposal and resubmitted on an annual basis from the date of award.

(d) *Disclosures.* If the Offeror or Contractor has responded affirmatively to the representation in paragraph (c) of this clause, the Offeror or Contractor shall provide the following additional information to the Contracting Officer--

(1) All covered telecommunications equipment and services offered or provided (include brand; model number, such as original equipment manufacturer (OEM) number, manufacturer part number, or wholesaler number; and item description, as applicable);

(2) Explanation of the proposed use of covered telecommunications equipment and services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b) of this provision;

(3) For services, the entity providing the covered telecommunications services (include entity name, unique entity identifier, and Commercial and Government Entity (CAGE) code, if known); and

(4) For equipment, the entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the OEM or a distributor, if known).

(End of clause)

3. GSAM Representation

Please complete the representation on the following page to comply with GSAR 552.204-70(c).

4. All other terms and conditions of the contract remain unchanged.

GSAM 552.204-70(c) Representation

Please provide contact information for an authorized point of contact from your organization.

First Name: Sheree

Last Name: Lewis

Email Address: sheree.lewis@schatzpublishing.com

Please select the statement that applies to you:

- ☐ In accordance with GSAR 552.204-70(c), the Offeror or Contractor represents that **it will provide** covered telecommunications equipment or services to the Government in the performance of any contract, subcontract, order, or other contractual instrument resulting from this contract. This representation shall be provided as part of the proposal and resubmitted on an annual basis from the date of award.
- ☒ In accordance with GSAR 552.204-70(c), the Offeror or Contractor represents that **it will not provide** covered telecommunications equipment or services to the Government in the performance of any contract, subcontract, order, or other contractual instrument resulting from this contract. This representation shall be provided as part of the proposal and resubmitted on an annual basis from the date of award.

If the offeror or contractor has responded affirmatively to the representation above, disclosures required at GSAR 552.204-70(d) must be provided to the Contracting Officer.

I certify that the information I provided is true and correct and that this survey has been completed by an authorized representative of the contractor.

☒ Yes

☐ No

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE 1 OF 11 PAGES	
2. AMENDMENT/MODIFICATION NUMBER PS0006		3. EFFECTIVE DATE 9/5/2020		4. REQUISITION/PURCHASE REQUISITION NUMBER GQZOS-18-0003		5. PROJECT NUMBER (If applicable)	
6. ISSUED BY OAS, Office of Internal Acquisition, Acquisition Operations Division 1800 F ST NW., 7th Floor Washington, DC 20405 USA		CODE H1AA		7. ADMINISTERED BY (If other than Item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (Number, street, county, State and ZIP Code) SCHATZ PUBLISHING GROUP, LLC 11950 West Highland Ave Blackwell, OK 74631 DUNS: 838756963 Cage Code: 1J4G1				(X)		9A. AMENDMENT OF SOLICITATION NUMBER	
				<input type="checkbox"/>		9B. DATED (SEE ITEM 11)	
				(X)		10A. MODIFICATION OF CONTRACT/ORDER NUMBER GS-23F-0137R/47HAA018F0360	
				(X)		10B. DATED (SEE ITEM 13) 8/30/2018	
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required) Modification Obligation Amount: \$589,070.39							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NUMBER AS DESCRIBED IN ITEM 14.							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER IN ITEM 10A.						
<input type="checkbox"/>							
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
(X)	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.217-9 Option to Extend the Term of the Contract						
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)						
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)							
1. The purpose of Modification PS0006 is to Exercise Option Year 2 for Communication Support Services. The following Option Year 2 Mandatory CLINs are partially funded: CLIN 2001 \$100.00, CLIN 2002 \$81,582.77, CLIN 2003 \$100.00, CLIN 2004 \$81,582.77, CLIN 2005 \$228,396.77 and CLIN 2006 \$197,208.08. Optional Goods & Services CLINs 2007, 2007a, 2007b, 2007c, 2008 & 2009 will not be exercised. 2. Contract funded amount is partially increased by \$588,970.39 from \$867,182.42 to \$1,456,152.81.... <div style="text-align: right;">[See Description of Modification Continuation Page]</div>							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print) Sheree Lewis, Manager				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Bonnie Impastato, Contracting Officer			
15B. CONTRACTOR/OFFEROR (b) (6) (Signature of person authorized to sign)		15C. DATE SIGNED 9/4/2020		16B. UNITED STATES OF AMERICA Bonnie Impastato Digitally signed by Bonnie Impastato Date: 2020.09.04 14:04:02 -04'00'		16C. DATE SIGNED	

Description of Modification Continuation Page

...

3. Option Year 2 Period of Performance: 09/05/2020 - 09/04/2021.
4. All other terms and conditions remain unchanged

SF30 List of Accounting Strings

Accounting String	Amount Obligated
GD-47HAA018F0360.2019.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0022.....	\$112,476.95
GD-47HAA018F0360.2020.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0007.....	\$157,964.40
GD-47HAA018F0360.2020.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0004.....	\$81,682.77
GD-47HAA018F0360.2020.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0007.....	\$81,682.77
GD-47HAA018F0360.2020.262X.00.S00ZCR40.CST1.CSO40.H01.WZ0010.....	\$228,396.77
GD-47HAA018F0360.2020.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0022.....	\$100.00
GD-47HAA018F0360.2020.262X.00.S00ZOS00.CST1.CSO40.H02.WZ0019.....	\$0.00
GD-47HAA018F0360.2020.262X.00.S00ZOS00.CST1.CSO40.H01.WZ0020.....	\$0.00
GD-47HAA018F0360.2020.262X.00.S00ZOS00.CST1.CSO40.H02.WZ0022.....	\$197,208.08
GD-47HAA018F0360.2020.262X.00.S00ZOS00.CST1.CSO40.H02.WZ0010.....	\$0.00
GD-47HAA018F0360.2018.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0004.....	\$291,200.00
GD-47HAA018F0360.2018.262X.00.S00ZCR40.CST1.CSO40.H02.WZ0010.....	\$262,417.90
GD-47HAA018F0360.2018.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0022.....	\$138,666.00
GD-47HAA018F0360.2019.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0004.....	\$251,340.82
GD-47HAA018F0360.2019.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0007.....	\$121,163.80
GD-47HAA018F0360.2019.262X.00.S00ZCR40.CST1.CSO40.H02.WZ0010.....	\$234,236.45

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
2001	<p>SOO Task 4.1 Option Period 2 (FFP- Mandatory)</p> <p>Create communication products for both internal and external audiences.</p> <p>GD-47HAA018F0360.2020.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0004..</p> <p>Obligated: \$100.00</p> <p>PoP: 09/05/2020 - 09/04/2021</p>	1	EA	\$81,582.77	\$81,582.77
2002	<p>SOO Task 4.2 Option Period 2 (FFP- Mandatory)</p> <p>Create web content management support for the GSA public website and intranet site. Mod PS0006 - Exercise Option Year 2 for the following mandatory CLINs: CLIN 2001 \$100.00 CLIN 2002 \$81,582.77 CLIN 2003 \$100.00 CLIN 2004 \$81,582.77 CLIN 2005 \$228,396.77 CLIN 2006 \$197,208.08 Contract funded amount is increased by \$588,970.39 from \$867,182.42 to \$1,456,152.81.</p> <p>GD-47HAA018F0360.2020.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0004..</p> <p>Obligated: \$81,582.77</p> <p>PoP: 09/05/2020 - 09/04/2021</p>	1	EA	\$81,582.77	\$81,582.77
2003	<p>SOO Task 4.3 Option Period 2 (FFP-Mandatory)</p> <p>Research, execute, and evaluate communication plans for projects, programs, and initiatives. Mod PS0006 - Exercise Option Year 2 for the following mandatory CLINs: CLIN 2001 \$100.00 CLIN 2002 \$81,582.77 CLIN 2003 \$100.00 CLIN 2004 \$81,582.77 CLIN 2005 \$228,396.77 CLIN 2006 \$197,208.08 Contract funded amount is increased by \$588,970.39 from \$867,182.42 to \$1,456,152.81.</p> <p>GD-47HAA018F0360.2020.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0007..</p> <p>Obligated: \$100.00</p> <p>PoP: 09/05/2020 - 09/04/2021</p>	1	EA	\$81,582.77	\$81,582.77
2004	<p>SOO Task 4.4 Option Period 2 (FFP-Mandatory)</p> <p>Utilize social media as a communication method. Mod PS0006 - Exercise Option Year 2 for the following mandatory CLINs: CLIN 2001 \$100.00 CLIN 2002 \$81,582.77 CLIN 2003 \$100.00 CLIN 2004 \$81,582.77 CLIN 2005 \$228,396.77 CLIN 2006 \$197,208.08 Contract funded amount is increased by \$588,970.39 from \$867,182.42 to \$1,456,152.81.</p>	1	EA	\$81,582.77	\$81,582.77

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
2005	<p>GD-47HAA018F0360.2020.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0007.. Obligated: \$81,582.77</p> <p>PoP: 09/05/2020 - 09/04/2021</p> <p>SOO Task 4.5 Option Period 2 (FFP - Mandatory) Prepare graphics products. Mod PS0006 - Exercise Option Year 2 for the following mandatory CLINs: CLIN 2001 \$100.00 CLIN 2002 \$81,582.77 CLIN 2003 \$100.00 CLIN 2004 \$81,582.77 CLIN 2005 \$228,396.77 CLIN 2006 \$197,208.08 Contract funded amount is increased by \$588,970.39 from \$867,182.42 to \$1,456,152.81.</p> <p>GD-47HAA018F0360.2020.262X.00.S00ZCR40.CST1.CSO40.H01.WZ0010.. Obligated: \$228,396.77</p> <p>PoP: 09/05/2020 - 09/04/2021</p>	1	EA	\$228,396.77	\$228,396.77
2006	<p>SOO Task 4.6 Option Period 2 (FFP - Mandatory) Prepare video products. Mod PC0003 - Add additional creation of 2-3 video packages per month and the management of 6-10 videotaped events per month to Section 4.6 of the PWS. Contractor quote dated 11/12/2019 is hereby incorporated. Mod PS0006 - Exercise Option Year 2 for the following mandatory CLINs: CLIN 2001 \$100.00 CLIN 2002 \$81,582.77 CLIN 2003 \$100.00 CLIN 2004 \$81,582.77 CLIN 2005 \$228,396.77 CLIN 2006 \$197,208.08 Contract funded amount is increased by \$588,970.39 from \$867,182.42 to \$1,456,152.81.</p> <p>GD-47HAA018F0360.2020.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0022.. Obligated: \$100.00</p> <p>GD-47HAA018F0360.2020.262X.00.S00ZOS00.CST1.CSO40.H02.WZ0022.. Obligated: \$197,208.08</p> <p>PoP: 09/05/2020 - 09/04/2021</p>	1	EA	\$308,107.50	\$308,107.50
2007	<p>SOO Task 4.7 Surge support for Tasks 4.1 - 4.3 Option Period 2 (OPTIONAL) Surge support for Tasks 4.1 - 4.3 PoP: 09/05/2020 - 09/04/2021</p>				\$12,237.42

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
2007A	SOO Task 4.7 Surge Support for Task 4.1 Option Period 2 (Optional - FFP) Task 4.1 Surge support PoP: 09/05/2020 - 09/04/2021	1	EA	\$4,079.14	\$4,079.14
2007B	SOO Task 4.7 Surge support for Task 4.2 Option Period 2 (Optional - FFP) Surge support for Task 4.2 Option Period 2 PoP: 09/05/2020 - 09/04/2021	1	EA	\$4,079.14	\$4,079.14
2007C	SOO Task 4.7 Surge support for Task 4.3 Option Period 2 (Optional - FFP) Surge support for Task 4.3 Option Period 2 PoP: 09/05/2020 - 09/04/2021	1	EA	\$4,079.14	\$4,079.14
2008	SOO Task 4.8 Transition Phase Out Activities Option Period 2 (FFP - Optional) Transition Phase Out Activities PoP: 09/05/2020 - 09/04/2021	1	EA	\$4,079.14	\$4,079.14
2009	Other Direct Costs (Travel) NTE \$10,000/year Other Direct Costs (Travel) NTE \$10,000/year Option Period 2 PoP: 09/05/2020 - 09/04/2021	1	EA	\$10,000.00	\$10,000.00

John S. McCain National Defense Authorization Act Section 889 Part B Clauses

Part B: **52.204-25** Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment (AUG 2020)

(a) * * *

Backhaul means intermediate links between the core network, or backbone network, and the small subnetworks at the edge of the network (e.g., connecting cell phones/towers to the core telephone network). Backhaul can be wireless (e.g., microwave) or wired (e.g., fiber optic, coaxial cable, Ethernet).

Interconnection arrangements means arrangements governing the physical connection of two or more networks to allow the use of another's network to hand off traffic where it is ultimately delivered (e.g., connection of a customer of telephone provider A to a customer of telephone company B) or sharing data and other information resources.

Reasonable inquiry means an inquiry designed to uncover any information in the entity's possession about the identity of the producer or provider of covered telecommunications equipment or services used by the entity that excludes the need to include an internal or third-party audit.

Roaming means cellular communications services (e.g., voice, video, data) received from a visited network when unable to connect to the facilities of the home network either because signal coverage is too weak or because traffic is too high.

(b) Prohibition. (1) Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. The Contractor is prohibited from providing to the Government any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in FAR 4.2104.

(2) Section 889(a)(1)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2020, from entering into a contract, or extending or renewing a contract, with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, unless an exception at paragraph (c) of this clause applies or the covered telecommunication equipment or services are covered by a waiver described in FAR 4.2104. This prohibition applies to the use of covered telecommunications equipment or services, regardless of whether that use is in performance of work under a Federal contract.

(End of Clause)

Part B: ~~FAR 52.204-24~~ Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment (AUG 2020)(Fill-In)

The Offeror shall not complete the representation at paragraph (d)(1) of this provision if the Offeror has represented that it “does not provide covered telecommunications equipment or services as a part of its offered products or services to the Government in the performance of any contract, subcontract, or other contractual instrument” in the provision at 52.204-26, Covered Telecommunications Equipment or Services—Representation, or in paragraph (v) of the provision at 52.212-3, Offeror Representations and Certifications-Commercial Items.

(a) Definitions. As used in this provision-

Backhaul, covered telecommunications equipment or services, critical technology, interconnection arrangements, reasonable inquiry, roaming, and substantial or essential component have the meanings provided in the clause 52.204-25, Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment.

(b) Prohibition. (1) Section 889(a)(1)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2019, from procuring or obtaining, or extending or renewing a contract to procure or obtain, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. Nothing in the prohibition shall be construed to—

(i) Prohibit the head of an executive agency from procuring with an entity to provide a service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(ii) Cover telecommunications equipment that cannot route or redirect user data traffic or cannot permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(2) Section 889(a)(1)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. 115-232) prohibits the head of an executive agency on or after August 13, 2020, from entering into a contract or extending or renewing a contract with an entity that uses any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. This prohibition applies to the use of covered telecommunications equipment or services, regardless of whether that use is in performance of work under a Federal contract. Nothing in the prohibition shall be construed to—

(i) Prohibit the head of an executive agency from procuring with an entity to provide a service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or

(ii) Cover telecommunications equipment that cannot route or redirect user data traffic or cannot permit visibility into any user data or packets that such equipment transmits or otherwise handles.

(c) Procedures. The Offeror shall review the list of excluded parties in the System for Award Management (SAM) (<https://www.sam.gov>) for entities excluded from receiving federal awards for “covered telecommunications equipment or services.”

(d) Representations. The Offeror represents that—

(1) It ☐ will, ☒ will not provide covered telecommunications equipment or services to the Government in the performance of any contract, subcontract or other contractual instrument resulting from this solicitation. The Offeror shall provide the additional disclosure information required at paragraph (e)(1) of this section if the Offeror responds “will” in paragraph (d)(1) of this section; and

(2) After conducting a reasonable inquiry, for purposes of this representation, the Offeror represents that—

It ☐ does, ☒ does not use covered telecommunications equipment or services, or use any equipment, system, or service that uses covered telecommunications equipment or services. The Offeror shall provide the additional disclosure information required at paragraph (e)(2) of this section if the Offeror responds “does” in paragraph (d)(2) of this section.

(e) Disclosures. (1) Disclosure for the representation in paragraph (d)(1) of this provision. If the Offeror has responded “will” in the representation in paragraph (d)(1) of this provision, the Offeror shall provide the following information as part of the offer:

(i) For covered equipment—

(A) The entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the original equipment manufacturer (OEM) or a distributor, if known);

(B) A description of all covered telecommunications equipment offered (include brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); and

(C) Explanation of the proposed use of covered telecommunications equipment and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(1) of this provision.

(ii) For covered services—

(A) If the service is related to item maintenance: A description of all covered telecommunications services offered (include on the item being maintained: Brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); or

(B) If not associated with maintenance, the Product Service Code (PSC) of the service being provided; an explanation of the proposed use of covered telecommunications services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(1) of this provision.

(2) Disclosure for the representation in paragraph (d)(2) of this provision. If the Offeror has responded “does” in the representation in paragraph (d)(2) of this provision, the Offeror shall provide the following information as part of the offer:

(i) For covered equipment—

(A) The entity that produced the covered telecommunications equipment (include entity name, unique entity identifier, CAGE code, and whether the entity was the OEM or a distributor, if known);

(B) A description of all covered telecommunications equipment offered (include brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); and

(C) Explanation of the proposed use of covered telecommunications equipment and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(2) of this provision.

(ii) For covered services—

(A) If the service is related to item maintenance: A description of all covered telecommunications services offered (include on the item being maintained: Brand; model number, such as OEM number, manufacturer part number, or wholesaler number; and item description, as applicable); or

(B) If not associated with maintenance, the PSC of the service being provided; an explanation of the proposed use of covered telecommunications services and any factors relevant to determining if such use would be permissible under the prohibition in paragraph (b)(2) of this provision.

(End of Provision)

FAR 52.252-2 (FEB 1998) CLAUSES INCORPORATED BY REFERENCE:

This order incorporates the following clauses by reference with the same force and effect as if they were given in full text. Upon request, the CO will make their full text available. Also, the full text can be accessed electronically at the following internet address:

<https://www.acquisition.gov>.

Clause No	Clause Title	Date
FAR 52.204-24	Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment.	(Aug 2019)
FAR 52.204-25	Prohibition on Contracting for Certain telecommunications and Video Surveillance Services or Equipment.	(Aug 2019)
FAR 52.204-26	Covered Telecommunications Equipment or Services-Representation	(Dec 2019)

GENERAL SERVICES ADMINISTRATION MANUAL (GSAM) PROVISIONS AND CLAUSES

The tables below incorporate clauses by reference, with the same force and effect as if they were given in full text. The full text may be accessed electronically at <https://www.acquisition.gov/far>

The full text of a provision may be accessed electronically at: GSAM website:
<https://www.acquisition.gov/gsam/gsam.html>

Clause No	Clause Title	Date
552.204-70	Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment.	(AUG 2019)

CONTRACTING OFFICER (CO)

ATTN: Bonnie Impastato
General Services Administration (GSA)
Office of Internal Acquisition (OIA)
1800 F Street N.W.
Washington, DC 20405
Telephone: 202-510-3328
Email: bonnie.impastato@gsa.gov

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE 1 OF 6 PAGES	
2. AMENDMENT/MODIFICATION NUMBER PS0007		3. EFFECTIVE DATE 9/5/2020		4. REQUISITION/PURCHASE REQUISITION NUMBER GQZOS-18-0003		5. PROJECT NUMBER (If applicable)	
6. ISSUED BY OAS, Office of Internal Acquisition, Acquisition Operations Division 1800 F ST NW., 7th Floor Washington, DC 20405 USA		CODE H1AA		7. ADMINISTERED BY (If other than Item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (Number, street, county, State and ZIP Code) SCHATZ PUBLISHING GROUP, LLC 11950 West Highland Ave Blackwell, OK 74631 DUNS: 838756963 Cage Code: 1J4G1				(X)		9A. AMENDMENT OF SOLICITATION NUMBER	
				<input type="checkbox"/>		9B. DATED (SEE ITEM 11)	
				(X)		10A. MODIFICATION OF CONTRACT/ORDER NUMBER GS-23F-0137R/47HAA018F0360	
				(X)		10B. DATED (SEE ITEM 13) 8/30/2018	
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required) Modification Obligation Amount: \$110,899.42							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NUMBER AS DESCRIBED IN ITEM 14.							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER IN ITEM 10A.						
<input type="checkbox"/>							
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
(X)	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.217-9 Option to Extend the Term of the Contract						
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)						
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible) Mod PS0007 - Fully fund CLIN 2006. Option Year 2 is fully funded. FROM: CLIN 2006 \$197,208.08 TO: CLIN 2006 \$308,107.50 Contract funded amount is increased by \$110,899.42 from \$1,619,965.54 to \$1,730,864.96. All other terms and conditions remain unchanged...							
[See Description of Modification Continuation Page]							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Bonnie Impastato, Contracting Officer			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)				(b) (6)		09/29/2020	
				(Signature of Contracting Officer)			

Description of Modification Continuation Page

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SF30 List of Accounting Strings

Accounting String	Amount Obligated
GD-47HAA018F0360.2019.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0022.....	\$112,476.95
GD-47HAA018F0360.2020.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0007.....	\$321,129.94
GD-47HAA018F0360.2020.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0004.....	\$163,165.54
GD-47HAA018F0360.2020.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0007.....	\$0.00
GD-47HAA018F0360.2020.262X.00.S00ZCR40.CST1.CSO40.H01.WZ0010.....	\$0.00
GD-47HAA018F0360.2020.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0022.....	\$0.00
GD-47HAA018F0360.2020.262X.00.S00ZOS00.CST1.CSO40.H02.WZ0019.....	\$0.00
GD-47HAA018F0360.2020.262X.00.S00ZOS00.CST1.CSO40.H01.WZ0020.....	\$0.00
GD-47HAA018F0360.2020.262X.00.S00ZOS00.CST1.CSO40.H02.WZ0022.....	\$308,107.50
GD-47HAA018F0360.2020.262X.00.S00ZOS00.CST1.CSO40.H02.WZ0010.....	\$228,396.77
GD-47HAA018F0360.2018.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0004.....	\$291,200.00
GD-47HAA018F0360.2018.262X.00.S00ZCR40.CST1.CSO40.H02.WZ0010.....	\$262,417.90
GD-47HAA018F0360.2018.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0022.....	\$138,666.00
GD-47HAA018F0360.2019.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0004.....	\$251,340.82
GD-47HAA018F0360.2019.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0007.....	\$121,163.80
GD-47HAA018F0360.2019.262X.00.S00ZCR40.CST1.CSO40.H02.WZ0010.....	\$234,236.45

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
2001	<p>SOO Task 4.1 Option Period 2 (FFP- Mandatory)</p> <p>Create web content management support for the GSA public website and intranet site. Mod PS0006 - Exercise Option Year 2 for the following mandatory CLINs: CLIN 2001 \$81,582.77 CLIN 2002 \$81,582.77 CLIN 2003 \$81,582.77 CLIN 2004 \$81,582.77 CLIN 2005 \$228,396.77 CLIN 2006 \$197,208.08</p> <p>Contract funded amount is increased by \$751,935.93 from \$867,182.42 to \$1,619,965.54</p> <p>GD-47HAA018F0360.2020.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0004..</p> <p>.....</p> <p>Obligated: \$81,582.77</p> <p>PoP: 09/05/2020 - 09/04/2021</p>	1	EA	\$81,582.77	\$81,582.77
2002	<p>SOO Task 4.2 Option Period 2 (FFP- Mandatory)</p> <p>Create web content management support for the GSA public website and intranet site. Mod PS0006 - Exercise Option Year 2 for the following mandatory CLINs: CLIN 2001 \$81,582.77 CLIN 2002 \$81,582.77 CLIN 2003 \$81,582.77 CLIN 2004 \$81,582.77 CLIN 2005 \$228,396.77 CLIN 2006 \$197,208.08</p> <p>Contract funded amount is increased by \$751,935.93 from \$867,182.42 to \$1,619,965.54</p> <p>GD-47HAA018F0360.2020.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0004..</p> <p>.....</p> <p>Obligated: \$81,582.77</p> <p>PoP: 09/05/2020 - 09/04/2021</p>	1	EA	\$81,582.77	\$81,582.77
2003	<p>SOO Task 4.3 Option Period 2 (FFP-Mandatory)</p> <p>Research, execute, and evaluate communication plans for projects, programs, and initiatives. Mod PS0006 - Exercise Option Year 2 for the following mandatory CLINs: CLIN 2001 \$81,582.77 CLIN 2002 \$81,582.77 CLIN 2003 \$81,582.77 CLIN 2004 \$81,582.77 CLIN 2005 \$228,396.77 CLIN 2006 \$197,208.08</p> <p>Contract funded amount is increased by \$751,935.93 from \$867,182.42 to \$1,619,965.54</p> <p>GD-47HAA018F0360.2020.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0007..</p> <p>.....</p> <p>Obligated: \$81,582.77</p> <p>PoP: 09/05/2020 - 09/04/2021</p>	1	EA	\$81,582.77	\$81,582.77
2004	<p>SOO Task 4.4 Option Period 2 (FFP-Mandatory)</p> <p>Utilize social media as a communication method. Mod PS0006 -</p>	1	EA	\$81,582.77	\$81,582.77

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	<p>Exercise Option Year 2 for the following mandatory CLINs: CLIN 2001 \$81,582.77 CLIN 2002 \$81,582.77 CLIN 2003 \$81,582.77 CLIN 2004 \$81,582.77 CLIN 2005 \$228,396.77 CLIN 2006 \$197,208.08 Contract funded amount is increased by \$751,935.93 from \$867,182.42 to \$1,619,965.54 GD-47HAA018F0360.2020.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0007.. Obligated: \$81,582.77</p> <p>PoP: 09/05/2020 - 09/04/2021</p>				
2005	<p>SOO Task 4.5 Option Period 2 (FFP - Mandatory) Prepare graphics products. Mod PS0006 - Exercise Option Year 2 for the following mandatory CLINs: CLIN 2001 \$81,582.77 CLIN 2002 \$81,582.77 CLIN 2003 \$81,582.77 CLIN 2004 \$81,582.77 CLIN 2005 \$228,396.77 CLIN 2006 \$197,208.08 Contract funded amount is increased by \$751,935.93 from \$867,182.42 to \$1,619,965.54 GD-47HAA018F0360.2020.262X.00.S00ZOS00.CST1.CSO40.H02.WZ0010.. Obligated: \$228,396.77</p> <p>PoP: 09/05/2020 - 09/04/2021</p>	1	EA	\$228,396.77	\$228,396.77
2006	<p>SOO Task 4.6 Option Period 2 (FFP - Mandatory) Prepare video products. Mod PC0003 - Add additional creation of 2-3 video packages per month and the management of 6-10 videotaped events per month to Section 4.6 of the PWS. Contractor quote dated 11/12/2019 is hereby incorporated. Mod PS0006 - Exercise Option Year 2 for the following mandatory CLINs: CLIN 2001 \$81,582.77 CLIN 2002 \$81,582.77 CLIN 2003 \$81,582.77 CLIN 2004 \$81,582.77 CLIN 2005 \$228,396.77 CLIN 2006 \$197,208.08 Contract funded amount is increased by \$751,935.93 from \$867,182.42 to \$1,619,965.54 Mod PS0007 - Fully fund CLIN 2006. FROM: CLIN 2006 \$197,208.08 TO: \$308,107.50. Contract funded amount is increased by \$110,899.42 from \$1,619,965.54 to \$1,730,864.96. Option Year 2 is fully funded. GD-47HAA018F0360.2020.262X.00.S00ZOS00.CST1.CSO40.H02.WZ0022.. Obligated: \$308,107.50</p> <p>PoP: 09/05/2020 - 09/04/2021</p>	1	EA	\$308,107.50	\$308,107.50

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
2007	SOO Task 4.7 Surge support for Tasks 4.1 - 4.3 Option Period 2 (OPTIONAL) Surge support for Tasks 4.1 - 4.3 PoP: 09/05/2020 - 09/04/2021				\$12,237.42
2007A	SOO Task 4.7 Surge Support for Task 4.1 Option Period 2 (Optional - FFP) Task 4.1 Surge support PoP: 09/05/2020 - 09/04/2021	1	EA	\$4,079.14	\$4,079.14
2007B	SOO Task 4.7 Surge support for Task 4.2 Option Period 2 (Optional - FFP) Surge support for Task 4.2 Option Period 2 PoP: 09/05/2020 - 09/04/2021	1	EA	\$4,079.14	\$4,079.14
2007C	SOO Task 4.7 Surge support for Task 4.3 Option Period 2 (Optional - FFP) Surge support for Task 4.3 Option Period 2 PoP: 09/05/2020 - 09/04/2021	1	EA	\$4,079.14	\$4,079.14
2008	SOO Task 4.8 Transition Phase Out Activities Option Period 2 (FFP - Optional) Transition Phase Out Activities PoP: 09/05/2020 - 09/04/2021	1	EA	\$4,079.14	\$4,079.14
2009	Other Direct Costs (Travel) NTE \$10,000/year Other Direct Costs (Travel) NTE \$10,000/year Option Period 2 PoP: 09/05/2020 - 09/04/2021	1	EA	\$10,000.00	\$10,000.00

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES 1 5	
2. AMENDMENT/MODIFICATION NUMBER PO0001		3. EFFECTIVE DATE 8/20/2019		4. REQUISITION/PURCHASE REQUISITION NUMBER GQZOS-18-0003		5. PROJECT NUMBER (If applicable)	
6. ISSUED BY OAS, Office of Internal Acquisition, Acquisition Services Division (H1AW) 1800 F ST NW Washington, DC 20405 USA		CODE H1AW		7. ADMINISTERED BY (If other than item 6) OAS, Office of Internal Acquisition, Acquisition Services Division (H1AW) 1800 F ST NW Washington, DC 20405 USA		CODE H1AW	
8. NAME AND ADDRESS OF CONTRACTOR (Number, street, county, State and ZIP Code) SCHATZ PUBLISHING GROUP, LLC 11950 West Highland Ave Blackwell, OK 74631 DUNS: 838756963 Cage Code: 1J4G1				(X)		9A. AMENDMENT OF SOLICITATION NUMBER	
				<input type="checkbox"/>		9B. DATED (SEE ITEM 11)	
				(X)		10A. MODIFICATION OF CONTRACT/ORDER NUMBER 47HAA018F0360	
				(X)		10B. DATED (SEE ITEM 13) 8/30/2018	
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required) Modification Obligation Amount: \$10,000.00							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NUMBER AS DESCRIBED IN ITEM 14.							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER IN ITEM 10A.						
<input type="checkbox"/>							
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
<input checked="" type="checkbox"/>	D. OTHER (Specify type of modification and authority) 52.243-3 Changes—Time-and-Materials or Labor-Hours						
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible) Please see attached							
<p>Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.</p>							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				Anita M. Little, Contract Specialist			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16C. DATE SIGNED			
				(b) (6)			
(Signature of person authorized to sign)				(Signature of Contracting Officer)		08/20/2019	

Description of Amendment/Modification

Communications Support Services - This modification is made to add funds totaling \$10,000.00 to Contract Line Item Number 0009 (CLIN) for Travel costs not to exceed \$10,000.00 within the base period.

Current Funded Value: \$692,283.90

Additional Funds (CLIN 0009 Travel): \$ 10,000.00

Total Funded Value: \$702,283.90

All other terms and conditions remain the same.

SF30 List of Accounting Strings

Accounting String	Amount Obligated
GD-47HAA018F0360.2019.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0022.....	\$0.00
GD-47HAA018F0360.2018.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0004.....	\$291,200.00
GD-47HAA018F0360.2018.262X.00.S00ZCR40.CST1.CSO40.H02.WZ0010.....	\$262,417.90
GD-47HAA018F0360.2018.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0022.....	\$138,666.00
GD-47HAA018F0360.2019.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0004.....	\$10,000.00
GD-47HAA018F0360.2019.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0007.....	\$0.00
GD-47HAA018F0360.2019.262X.00.S00ZCR40.CST1.CSO40.H02.WZ0010.....	\$0.00

ITEM NO., FORM OR STOCK NUMBER	DESCRIPTION OF ARTICLES OR SERVICES	QUAN- TITY	UNIT OF ISSUE	UNIT PRICE	AMOUNT
0009	<p>Other Direct Costs (Travel) NTE \$10,000/year</p> <p>Other Direct Costs (Travel) NTE \$10,000/year Base Period</p> <p>GD-47HAA018F0360.2019.262X.00</p> <p>S00ZCR10.CST1.CSO40.H02.WZ0004...</p> <p>.....</p> <p>Obligated: \$10,000.00</p> <p>PoP: 09/05/2018 - 09/04/2019</p>	1	EA	\$10,000.00	\$10,000.00

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE 1 OF 3 PAGES	
2. AMENDMENT/MODIFICATION NUMBER PS0005		3. EFFECTIVE DATE 3/17/2020		4. REQUISITION/PURCHASE REQUISITION NUMBER GQZOS-18-0003		5. PROJECT NUMBER (If applicable)	
6. ISSUED BY OAS, Office of Internal Acquisition, Acquisition Services Division (H1AW) 1800 F ST NW Washington, DC 20405 USA		CODE H1AW		7. ADMINISTERED BY (If other than Item 6) OAS, Office of Internal Acquisition, Acquisition Services Division (H1AW) 1800 F ST NW Washington, DC 20405 USA		CODE H1AW	
8. NAME AND ADDRESS OF CONTRACTOR (Number, street, county, State and ZIP Code) SCHATZ PUBLISHING GROUP, LLC 11950 West Highland Ave Blackwell, OK 74631 DUNS: 838756963 Cage Code: 1J4G1				(X)		9A. AMENDMENT OF SOLICITATION NUMBER	
				<input type="checkbox"/>		9B. DATED (SEE ITEM 11)	
				(X)		10A. MODIFICATION OF CONTRACT/ORDER NUMBER GS-23F-0137R/47HAA018F0360	
				<input type="checkbox"/>		10B. DATED (SEE ITEM 13) 8/30/2018	
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required) Modification Obligation Amount: \$0.00							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NUMBER AS DESCRIBED IN ITEM 14.							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER IN ITEM 10A.						
<input type="checkbox"/>							
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
(X)	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 43.103(a)(3) Mutual Agreement of Contracting Parties (Bilateral)						
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)						
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)							
Nationwide Communications Support: This modification is made to revise 7.2 of the Performance Work Statement (PWS) to allow work for all tasks to be performed at GSA Central Office at 1800 F St., NW., Washington, D.C. A copy of the revised PWS is attached. All other terms and conditions remain the same.							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print) Sheree Lewis, Manager				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Anita M. Little			
15B. CONTRACTOR/OFFEROR LEWIS.SHEREE.DIANE.1 221363260		15C. DATE SIGNED 3/17/2020		16B. UNITED STATES OF AMERICA ANITA LITTLE		16C. DATE SIGNED 03/17/2020	
<small>Digitally signed by LEWIS.SHEREE.DIANE.1221363260 DN: cn=US, o=U.S. Government, ou=DoD, ou=PKI, ou=CONTRACTOR, cn=LEWIS.SHEREE.DIANE.1221363260 Date: 2020.03.17 13:20:31 -0500</small>				<small>Digitally signed by ANITA LITTLE Date: 2020.03.17 17:19:56 -04'00'</small>			
(Signature of person authorized to sign)				(Signature of Contracting Officer)			

Previous edition unusable

INSTRUCTIONS (Back Page):

Instructions for items other than those that are self-explanatory, are as follows:

- (a) Item 1 (Contract ID Code). Insert the contract type identification code that appears in the title block of the contract being modified.
- (b) Item 3 (Effective date).
- (1) For a solicitation amendment, change order, or administrative change, the effective date shall be the issue date of the amendment, change order, or administrative change.
- (2) For a supplemental agreement, the effective date shall be the date agreed to by the contracting parties.
- (3) For a modification issued as an initial or confirming notice of termination for the convenience of the Government, the effective date and the modification number of the confirming notice shall be the same as the effective date and modification number of the initial notice.
- (4) For a modification converting a termination for default to a termination for the convenience of the Government, the effective date shall be the same as the effective date of the termination for default.
- (5) For a modification confirming the contracting officer's determination of the amount due in settlement of a contract termination, the effective date shall be the same as the effective date of the initial decision.
- (c) Item 6 (Issued By). Insert the name and address of the issuing office. If applicable, insert the appropriate issuing office code in the code block.
- (d) Item 8 (Name and Address of Contractor). For modifications to a contract or order, enter the contractor's name, address, and code as shown in the original contract or order, unless changed by this or a previous modification.
- (e) Items 9, (Amendment of Solicitation Number - Dated), and 10, (Modification of Contract/Order Number - Dated). Check the appropriate box and in the corresponding blanks insert the number and date of the original solicitation, contract, or order.
- (f) Item 12 (Accounting and Appropriation Data). When appropriate, indicate the impact of the modification on each affected accounting classification by inserting one of the following entries:
- (1) Accounting classification _____
Net increase \$ _____
- (2) Accounting classification _____
Net decrease \$ _____
- NOTE: If there are changes to multiple accounting classifications that cannot be placed in block 12, insert an asterisk and the words "See continuation sheet".
- (g) Item 13. Check the appropriate box to indicate the type of modification. Insert in the corresponding blank the authority under which the modification is issued. Check whether or not contractor must sign this document. (See FAR 43.103.)
- (h) Item 14 (Description of Amendment/Modification).
- (1) Organize amendments or modifications under the appropriate Uniform Contract Format (UCF) section headings from the applicable solicitation or contract. The UCF table of contents, however, shall not be set forth in this document.
- (2) Indicate the impact of the modification on the overall total contract price by inserting one of the following entries:
- (i) Total contract price increased by \$ _____
- (ii) Total contract price decreased by \$ _____
- (iii) Total contract price unchanged.
- (3) State reason for modification.
- (4) When removing, reinstating, or adding funds, identify the contract items and accounting classifications.
- (5) When the SF 30 is used to reflect a determination by the contracting officer of the amount due in settlement of a contract terminated for the convenience of the Government, the entry in Item 14 of the modification may be limited to --
- (i) A reference to the letter determination; and
- (ii) A statement of the net amount determined to be due in settlement of the contract.
- (6) Include subject matter or short title of solicitation/contract where feasible.
- (i) Item 16B. The contracting officer's signature is not required on solicitation amendments. The contracting officer's signature is normally affixed last on supplemental agreements.

SF30 List of Accounting Strings

Accounting String	Amount Obligated
GD-47HAA018F0360.2019.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0022.....	\$112,476.95
GD-47HAA018F0360.2020.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0007.....	\$157,964.40
GD-47HAA018F0360.2018.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0004.....	\$291,200.00
GD-47HAA018F0360.2018.262X.00.S00ZCR40.CST1.CSO40.H02.WZ0010.....	\$262,417.90
GD-47HAA018F0360.2018.262X.00.S00ZOV00.CST1.CSO40.H02.WZ0022.....	\$138,666.00
GD-47HAA018F0360.2019.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0004.....	\$251,340.82
GD-47HAA018F0360.2019.262X.00.S00ZCR10.CST1.CSO40.H02.WZ0007.....	\$121,163.80
GD-47HAA018F0360.2019.262X.00.S00ZCR40.CST1.CSO40.H02.WZ0010.....	\$234,236.45